

# Notice of Public Meeting City Council Meeting

## AGENDA

### CITY OF FALLS CITY, OREGON

Meeting Location: 320 N Main Street, Falls City, Oregon 97344

Thursday December 14, 2017 6:00 p.m.

Posted on December 8, 2017

#### 1.) Call to Order

A) Roll Call: \_\_\_\_\_ Mayor Jeremy Gordon \_\_\_\_\_ Dennis Sickles \_\_\_\_\_ Lori Jean Sickles \_\_\_\_\_  
Jennifer Drill \_\_\_\_\_ Tony Meier \_\_\_\_\_ Charlie Flynn \_\_\_\_\_ Clifford Lauder \_\_\_\_\_

#### 2.) Pledge of Allegiance

#### 3.) Motion to Adopt the Entire Agenda

#### 4.) Consent Agenda: Motion Action Approving Consent Agenda Items

- A. Approval of the Bills .....pages 1-6
- B. Approval of November 9, 2017 Council Meeting Minutes .....pages 7-21
- C. Approval of November 20, 2017 Special Council Meeting minutes.....pages 22-26

**6.) Public Comments** Citizens may address the Council or introduce items for Council consideration on any matters. Council may not be able to provide an immediate answer or response, but may direct staff to follow up on any questions raised. Out of respect to the Council and others in attendance, please limit your comment to five (5) minutes. Please state your name and city of residence for the record.

#### 7.) New Business:

- A. 2<sup>nd</sup> reading Ordinance 551-2017 Parks Master Plan.....pages 27-30  
**Public Hearing, Plan separate from packet, on website and at City Hall for review**
- B. Resolution 27-2017, updates to Polk County Hazard Mitigation Plan.....pages 31-65
- C. Resolution 26-2017, Utility policies.....pages 66-69
- D. Resolution 28-2017, Community Center use Policy.....pages 70-75
- E. Resolution 29-2017, public Works Cooperative Agreement.....pages 76-92
- F. Local Levy option update.....pages 93-94
- G. 2016/2017 Budget Audit.....pages 95  
Audit can be found on [fallscityoregon.gov](http://fallscityoregon.gov)

#### 8.) Correspondence, Comments, and Ex-Officio Reports

- A. Mayor Report.....
- B. Council Reports
  - Polk County Sheriff Garton's report.....page 96
  - Fire Department Monthly Report,
  - Public Works Department Monthly Report .....page 97
  - Library Monthly Report

#### 8) Council Announcements

- A. Next regular Council Meeting, January 11, 2018 6:00 pm.

#### 9) Adjourn

The City of Falls City does not discriminate in providing access to its programs, services, and activities on the basis of race, color, religion, ancestry, national origin, political affiliation, sex, age, marital status, physical or mental disability, or any other inappropriate reason prohibited by law or policy of the state or federal government. Should a person need special accommodations or interpretation services, contact the City at 503.787.3631 at least 48 (forty-eight) hours prior to the need for services and every reasonable effort to accommodate the need will be made.

**Paid Bills Report**  
As of November 13, 2017

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
<b>Branom Instrument Co.</b>					
	11/13/2017	calibrate meters, 58779	Accounts Payable		-930.00
	11/13/2017	Inv # 587719 recalibrate meter	Equipment Maintenance/Repair	13 SEWER FUND	930.00
					0.00
<b>Total Branom Instrument Co.</b>					
<b>City of Salem</b>					
	11/13/2017	inv#2304097	Accounts Payable		-1,894.11
	11/13/2017	70% inv 2304097 911 fee	911 Fee - Fire Department	01 GENERAL FUND:01.07 Fire Departm	1,325.87
	11/13/2017	30% 2304097	911 Fee - Law Enforcement	01 GENERAL FUND:01.01 Administrativ	568.24
					0.00
<b>Total City of Salem</b>					
<b>Cody DeCamp</b>					
	11/13/2017	Small Cities meeting Mileage	Accounts Payable		-48.15
	11/13/2017	Small Cities meeting Mileage	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	48.15
					0.00
<b>Total Cody DeCamp</b>					
<b>Dallas Auto Parts</b>					
	11/13/2017	10.31.2017	Accounts Payable		-413.30
	11/13/2017	Supplies	Maintenance Supplies	11 STREET FUND	281.98
	11/13/2017	Generator	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Departm	47.24
	11/13/2017	Gloves	Maintenance Supplies	20 WATER OPERATING FUND	12.99
	11/13/2017	Generator	Maintenance Supplies	13 SEWER FUND	71.09
					0.00
<b>Total Dallas Auto Parts</b>					
<b>Edge Analytical</b>					
	11/13/2017	17-31469 and 17-31472	Accounts Payable		-205.00
	11/13/2017	17-27709	Lab Analysis Services	20 WATER OPERATING FUND	205.00
	11/13/2017	17-31469 and 17-31472	Accounts Payable		-49.00
	11/13/2017	17-31469 and 17-31472	Lab Analysis Services	20 WATER OPERATING FUND	49.00
					0.00
<b>Total Edge Analytical</b>					
<b>Ferguson Waterworks</b>					
	11/13/2017	Inv. 0610229	Accounts Payable		-762.00
	11/13/2017	Inv. 0610229, rebuild auto gun wand for r	System Maintenance/Repair	20 WATER OPERATING FUND	762.00
					0.00
<b>Total Ferguson Waterworks</b>					
<b>Frink's General Store</b>					
	11/13/2017	invoice 10302017	Accounts Payable		-97.00
	11/13/2017	invoice 10302017, cheese for SOLVE ev	Miscellaneous	01 GENERAL FUND:01.01 Administrativ	5.39
	11/13/2017	Water meter replacement parts	System Maintenance/Repair	20 WATER OPERATING FUND	29.13
	11/13/2017	cheese for SOLVE event	System Maintenance/Repair	01 GENERAL FUND:01.02 City Council	10.99
	11/13/2017	Road grader	Equipment Maintenance/Repair	11 STREET FUND	51.49
					0.00
<b>Total Frink's General Store</b>					
<b>Jay Epperson</b>					
	11/13/2017	Meals for cross connection class	Accounts Payable		-55.98
	11/13/2017	Meals for cross connection class	Travel/Meeting Expense	20 WATER OPERATING FUND	55.98
					0.00
<b>Total Jay Epperson</b>					
<b>John W. Gilbert</b>					
	11/13/2017	Inv# 8	Accounts Payable		-275.00
	11/13/2017	inv# 8, Community Center floors	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administrativ	275.00
					0.00
<b>Total John W. Gilbert</b>					
<b>L &amp; L Equipment</b>					
	11/13/2017	10.31.2017	Accounts Payable		-71.13
	11/13/2017	Generator repair	System Maintenance/Repair	20 WATER OPERATING FUND	35.57
	11/13/2017	10.31.2017	System Maintenance/Repair	13 SEWER FUND	35.56

**Paid Bills Report**  
As of November 13, 2017

	Date	Memo	Account	Class	Amount
<b>Total L &amp; L Equipment</b>					
<b>Net Assets Corporation</b>					
	11/13/2017	66-201710	Accounts Payable		0.00
	11/13/2017	Lien Search. Inv. 66-201710	Professional Services	20 WATER OPERATING FUND	-63.00
					0.00
<b>Total Net Assets Corporation</b>					
<b>Office Craft</b>					
	11/13/2017	M99-5876	Accounts Payable		-162.77
	11/13/2017	M99-5876, fire department printer	Copier Lease/Maintenance	01 GENERAL FUND:01.07 Fire Departm	162.77
					0.00
<b>Total Office Craft</b>					
<b>Pacific Power</b>					
	11/13/2017	multiple accounts, 21091561-006 2	Accounts Payable		-1,686.53
	11/13/2017	November	Power/Heat	01 GENERAL FUND:01.07 Fire Departm	546.44
	11/13/2017	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.01 Administrativ	120.10
	11/13/2017	multiple accounts, 21091561-006 2	Power/Heat	01 GENERAL FUND:01.03 Parks	44.75
	11/13/2017	multiple accounts, 21091561-006 2	Power/Heat	13 SEWER FUND	273.57
	11/13/2017	multiple accounts, 21091561-006 2	Street Lights	11 STREET FUND	640.05
	11/13/2017	multiple accounts, 21091561-006 2	Power/Heat	20 WATER OPERATING FUND	61.62
					0.00
<b>Total Pacific Power</b>					
<b>Petro Card</b>					
	11/13/2017	C248369	Accounts Payable		-300.62
	11/13/2017	20% C248369	Vehicle Operation	11 STREET FUND	60.12
	11/13/2017	20%	Vehicle Operation	13 SEWER FUND	60.12
	11/13/2017	60%	Vehicle Operation	20 WATER OPERATING FUND	180.38
					0.00
<b>Total Petro Card</b>					
<b>Speer Hoyt LLC</b>					
	11/13/2017	INV: 42129	Accounts Payable		-1,083.00
	11/13/2017	INV: 42129	Attorney/Special Council	01 GENERAL FUND:01.01 Administrativ	1,083.00
					0.00
<b>Total Speer Hoyt LLC</b>					
<b>State Forester</b>					
	11/13/2017	Inv 18146	Accounts Payable		-186.39
	11/13/2017	Inv 18146 Fire District	Contractual Services	01 GENERAL FUND:01.01 Administrativ	186.39
					0.00
<b>Total State Forester</b>					
<b>The Car Doctor</b>					
	11/13/2017	21955	Accounts Payable		-327.00
	11/13/2017	21955, Repair Lift Station generator gas	Equipment Maintenance/Repair	13 SEWER FUND	327.00
					0.00
<b>Total The Car Doctor</b>					
<b>Westech Engineering</b>					
	11/13/2017	23143	Accounts Payable		-390.00
	11/13/2017	23143, Sewer prepare grant numbers, for	Professional Services	13 SEWER FUND	390.00
					0.00
<b>Total Westech Engineering</b>					
<b>Williamson &amp; Aebi, LLP</b>					
	11/13/2017	november	Accounts Payable		-626.40
	11/13/2017	35% November	Professional Services	01 GENERAL FUND:01.01 Administrativ	219.24
	11/13/2017	5%	Professional Services	01 GENERAL FUND:01.04 Municipal Cr	31.32
	11/13/2017	10%	Professional Services	11 STREET FUND	62.64
	11/13/2017	15%	Professional Services	13 SEWER FUND	93.96
	11/13/2017	35%	Professional Services	20 WATER OPERATING FUND	219.24
					0.00
<b>Total Williamson &amp; Aebi, LLP</b>					
<b>Xerox Corporation</b>					

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	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total Xerox Corporation					
	11/13/2017	inv 091168741	Accounts Payable		-197.33
	11/13/2017	65%, inv 091168741	Maintenance Supplies	01 GENERAL FUND:01.01 Administrativ	128.26
	11/13/2017	35%	Maintenance Supplies	20 WATER OPERATING FUND	69.07
					0.00
<b>Xerox Financial Services</b>					
	11/13/2017	937870	Accounts Payable		-180.75
	11/13/2017	lease November 65%, inv 937870	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ	117.49
	11/13/2017	lease 10%	Copier Lease/Maintenance	11 STREET FUND	18.07
	11/13/2017	lease 10%	Copier Lease/Maintenance	13 SEWER FUND	18.07
	11/13/2017	lease 15%	Copier Lease/Maintenance	20 WATER OPERATING FUND	27.12
					0.00
Total Xerox Financial Services					
<b>AllSafe Fire &amp; Security</b>					
	11/20/2017	Invoice 30747	Accounts Payable		-85.46
	11/20/2017	Invoice # 30747, Fobs for Department	Community Center Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	85.46
					0.00
Total AllSafe Fire & Security					
<b>CenturyLink</b>					
	11/20/2017	multiple phone bills November	Accounts Payable		-432.92
	11/20/2017	November	Telephone	01 GENERAL FUND:01.01 Administrativ	186.09
	11/20/2017	multiple phone bills November	Telephone	20 WATER OPERATING FUND	71.52
	11/20/2017	multiple phone bills November	Telephone	01 GENERAL FUND:01.07 Fire Departm	175.31
					0.00
Total CenturyLink					
<b>Consumers Power Inc</b>					
	11/20/2017	Account # 1155301	Accounts Payable		-188.49
	11/20/2017	November Power	Power/Heat	20 WATER OPERATING FUND	188.49
					0.00
Total Consumers Power Inc					
<b>Corpro Companies</b>					
	11/20/2017	66502	Accounts Payable		-865.00
	11/20/2017	Inv # 66502 insp/repair reservoir	Tanks Maintenance/Repair	20 WATER OPERATING FUND	865.00
					0.00
Total Corpro Companies					
<b>Edge Analytical</b>					
	11/20/2017	17-31469, 17-31472	Accounts Payable		-49.00
	11/20/2017	17-31469, 17-31472	Lab Analysis Services	20 WATER OPERATING FUND	49.00
					0.00
Total Edge Analytical					
<b>JRE inc</b>					
	11/20/2017	invoice 942	Accounts Payable		-90.00
	11/20/2017	invoice 942, program fobs	City Hall Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	90.00
					0.00
Total JRE inc					
<b>Mary Sykes</b>					
	11/20/2017	passport reimbursement	Accounts Payable		-214.50
	11/20/2017	Reimbursement for passports	Office Supplies	01 GENERAL FUND:01.07 Fire Departm	214.50
					0.00
Total Mary Sykes					
<b>Mid Willamette Valley COG</b>					
	11/20/2017	inv 1718141	Accounts Payable		-138.25
	11/20/2017	inv 1718141 land use	Council of Governments Planning	01 GENERAL FUND:01.01 Administrativ	138.25
					0.00
Total Mid Willamette Valley COG					
<b>National Hose Testing Specialties, Inc</b>					
	11/20/2017	Inv # 46862	Accounts Payable		-784.00
	11/20/2017	Inv # 46862, test fire hose and ladders	Equipment Maintenance/Repair	01 GENERAL FUND:01.07 Fire Departm	784.00
					0.00
Total National Hose Testing Specialties, Inc					

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	Date	Memo	Account	Class	Amount
<b>OAMR</b>					
	11/20/2017	Renewal 2017	Accounts Payable		-50.00
Total OAMR	11/20/2017	OAMR, yearly dues Cody	Education/Training/Dues	01 GENERAL FUND:01.01 Administrativ	50.00
					0.00
<b>Terry Ungrecht</b>					
	11/20/2017	October Expenses	Accounts Payable		-147.12
Total Terry Ungrecht	11/20/2017	October Expenses	Travel/Meeting Expense	01 GENERAL FUND:01.01 Administrativ	147.12
					0.00
<b>Thomas Forbes Plumbing</b>					
	11/20/2017	11.03.2017	Accounts Payable		-35.64
Total Thomas Forbes Plumbing	11/20/2017	11.03.2017	Maintenance Supplies	20 WATER OPERATING FUND	35.64
					0.00
<b>US Bank Visa</b>					
	11/20/2017	Account Number: 4798 5312 1498 1146	Accounts Payable		-765.34
	11/20/2017	office supplies	Office Supplies	01 GENERAL FUND:01.01 Administrativ	539.19
	11/20/2017	supplies	Maintenance Supplies	20 WATER OPERATING FUND	226.15
					0.00
<b>Total US Bank Visa</b>					
					-765.34
<b>Edge Analytical</b>					
	11/28/2017	17-33384,17-33385	Accounts Payable		-178.00
	11/28/2017	17-33384	Lab Analysis Services	20 WATER OPERATING FUND	29.00
	11/28/2017	17-33385	Lab Analysis Services	13 SEWER FUND	149.00
					0.00
<b>Total Edge Analytical</b>					
					-916.66
<b>Falls City Fire Association</b>					
	11/28/2017	December	Accounts Payable		-916.66
Total Falls City Fire Association	11/28/2017	December	Point System	01 GENERAL FUND:01.07 Fire Departm	916.66
					0.00
<b>General Rental Center of Dallas</b>					
	11/28/2017	110685	Accounts Payable		-60.00
Total General Rental Center of Dallas	11/28/2017	110685, compactor church street	Equipment Rental	20 WATER OPERATING FUND	60.00
					0.00
<b>Guardian Fire Protection</b>					
	11/28/2017	inv# 135380	Accounts Payable		-170.25
	11/28/2017	inv# 135380 Annual inspection	Maintenance Supplies	01 GENERAL FUND:01.01 Administrativ	47.25
	11/28/2017	inv# 135380	Maintenance Supplies	01 GENERAL FUND:01.07 Fire Departm	40.50
	11/28/2017	inv# 135380	Maintenance Supplies	20 WATER OPERATING FUND	82.50
					0.00
<b>Total Guardian Fire Protection</b>					
					-530.00
<b>Home Comfort, Inc</b>					
	11/28/2017	inv #20981	Accounts Payable		-530.00
	11/28/2017	inv #20981 Heater maintenance	City Hall Maint/Repairs	01 GENERAL FUND:01.01 Administrativ	172.00
	11/28/2017	inv #20981	Fire Station Maint/Repairs	01 GENERAL FUND:01.07 Fire Departm	208.00
	11/28/2017	inv #20981	Community Center Maint/Repairs	01 GENERAL FUND:01.01 Administrativ	150.00
					0.00
<b>Total Home Comfort, Inc</b>					
					-75.00
<b>OHA Cashier</b>					
	11/28/2017	2018 Cross Connection fee	Accounts Payable		-75.00
Total OHA Cashier	11/28/2017	2018 Cross Connection fee	Administrative costs	20 WATER OPERATING FUND	75.00
					0.00
<b>Petro Card</b>					
	11/28/2017	C253758	Accounts Payable		-285.21
	11/28/2017	20% C253758	Vehicle Operation	11 STREET FUND	57.04

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	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total Petro Card	11/28/2017	20%	Vehicle Operation	13 SEWER FUND	57.04
Pinney Bowes	11/28/2017	60%	Vehicle Operation	20 WATER OPERATING FUND	171.13
					0.00
Total Pinney Bowes	11/28/2017	8000-9000-0969-9830	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-301.50
	11/28/2017	Postage 20%	Office Supplies	13 SEWER FUND	60.30
	11/28/2017	30%	Office Supplies	20 WATER OPERATING FUND	90.45
	11/28/2017	50%	Office Supplies	20 WATER OPERATING FUND	150.75
Total CenturyLink Business Services					0.00
CenturyLink Business Services	12/06/2017	December 1425967503	Accounts Payable		-2.54
	12/06/2017	December 1425967503-85%	Telephone	01 GENERAL FUND:01.01 Administrativ	2.16
	12/06/2017	December 1425967503-15%	Telephone	20 WATER OPERATING FUND	0.38
Total CenturyLink Business Services					0.00
CIS Trust	12/06/2017	Worker Compensation Audit, FL-W/2016-	Accounts Payable	01 GENERAL FUND:01.01 Administrativ	-504.49
Total CIS Trust	12/06/2017	Worker Compensation Audit, FL-W/2016-	Worker's Comp Insurance		504.49
Dallas Auto Parts	12/06/2017	11.30.2017	Accounts Payable		0.00
	12/06/2017	Asphalt cold patch	Maintenance Supplies	11 STREET FUND	-109.75
	12/06/2017	supplies	Maintenance Supplies	20 WATER OPERATING FUND	30.15
Total Dallas Auto Parts					79.60
Deisman Trucking & Excavation	12/06/2017	inv. 172372 Rock	Accounts Payable	11 STREET FUND	-1,971.75
	12/06/2017	inv. 172372 Rock	Maintenance Supplies		1,971.75
Total Deisman Trucking & Excavation					0.00
Edge Analytical	12/06/2017	17-34735	Accounts Payable	20 WATER OPERATING FUND	-29.00
	12/06/2017	17-34735	Lab Analysis Services		29.00
Total Edge Analytical					0.00
Grove, Mueller & Swank, PC	12/06/2017	Inv. 84896	Accounts Payable		-2,750.00
	12/06/2017	2016-2017 Audit	Audit Fees	01 GENERAL FUND:01.01 Administrativ	2,750.00
Total Grove, Mueller & Swank, PC					0.00
King's Pumping Service	12/06/2017	234 Prospect	Accounts Payable		-230.00
	12/06/2017	234 Prospect St	Tank Pumping	13 SEWER FUND	230.00
Total King's Pumping Service					0.00
Net Assets Corporation	12/06/2017	66-201711	Accounts Payable		-11.00
	12/06/2017	Lien Search, INV. 66-201711	Professional Services	20 WATER OPERATING FUND	11.00
Total Net Assets Corporation					0.00
Office Craft	12/06/2017	M99-5942	Accounts Payable		-85.05
	12/06/2017	M99-5942	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ	85.05
Total Office Craft					0.00
Oregon Association of Municipal Recorders	12/06/2017	Dues for J Birr	Accounts Payable		-50.00

**Paid Bills Report**  
As of November 13, 2017

	<u>Date</u>	<u>Memo</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>
Total Oregon Association of Municipal Recorders	12/06/2017	Dues 2018 J Birr	Education/Training/Dues	01 GENERAL FUND:01.01 Administrativ	50.00
					0.00
<b>Paul Kalpakoff</b>					
	12/06/2017	Welding on Dump Truck	Accounts Payable		-35.00
	12/06/2017	Welding on Dump Truck	Equipment Maintenance/Repair	11 STREET FUND	35.00
					0.00
<b>Total Paul Kalpakoff</b>					
<b>Polk County Sheriff's Office</b>					
	12/06/2017	67839	Accounts Payable		-237.00
	12/06/2017	2nd quarter 2017-2018 INV#67839	Intergovernmental Services	01 GENERAL FUND:01.07 Fire Departm	237.00
					0.00
<b>Total Polk County Sheriff's Office</b>					
<b>Secretary of State</b>					
	12/06/2017	Filing Fee Audit 16-17	Accounts Payable		-250.00
	12/06/2017	Filing Fee 16-17 audit	Audit Fees	01 GENERAL FUND:01.01 Administrativ	250.00
					0.00
<b>Total Secretary of State</b>					
<b>USA BlueBook</b>					
	12/06/2017	Inv: 423894	Accounts Payable		-188.56
	12/06/2017	Inv: 423894	Maintenance Supplies	20 WATER OPERATING FUND	188.56
					0.00
<b>Total USA BlueBook</b>					
<b>Van Well Building Supply</b>					
	12/06/2017	5 invoices	Accounts Payable		-214.33
	12/06/2017	inv# 1271094, 1271433, 1273040, 12764	Maintenance Supplies	20 WATER OPERATING FUND	180.77
	12/06/2017	1278914	Maintenance Supplies	11 STREET FUND	33.56
					0.00
<b>Total Van Well Building Supply</b>					
<b>Verizon Wireless</b>					
	12/06/2017	9796878008	Accounts Payable		-38.01
	12/06/2017	December	Telephone	01 GENERAL FUND:01.01 Administrativ	19.00
	12/06/2017	9796878008	Telephone	20 WATER OPERATING FUND	19.01
					0.00
<b>Total Verizon Wireless</b>					
<b>Walter E. Nelson Co.</b>					
	12/06/2017	Inv:51622	Accounts Payable		-69.63
	12/06/2017	cleaning supplies	City Hall Maint/Repairs	01 GENERAL FUND:01.01 Administrativ	69.63
					0.00
<b>Total Walter E. Nelson Co.</b>					
<b>Westech Engineering</b>					
	12/06/2017	23206	Accounts Payable		-1,185.50
	12/06/2017	23206, Survey	Wastewater Projects	19 CITY UTILITY RESERVE FUND	1,185.50
					0.00
<b>Total Westech Engineering</b>					
<b>Xerox Financial Services</b>					
	12/06/2017	994368	Accounts Payable		-180.75
	12/06/2017	lease November 65%, inv 994368	Copier Lease/Maintenance	01 GENERAL FUND:01.01 Administrativ	117.49
	12/06/2017	lease 10%	Copier Lease/Maintenance	11 STREET FUND	18.07
	12/06/2017	lease 10%	Copier Lease/Maintenance	13 SEWER FUND	18.07
	12/06/2017	lease 15%	Copier Lease/Maintenance	20 WATER OPERATING FUND	27.12
					0.00
<b>Total Xerox Financial Services</b>					

City of Falls City  
City Council Regular Meeting Minutes  
November 9, 2017 6:00 PM  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present:** Lori Jean Sickles, Jennifer Drill Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**Staff Present:** Domenica Protheroe, City Clerk, JoHanna Birr, City Clerk, Don Poe, Public Works Supervisor

Mayor Ungricht called the meeting to order at 6:00 pm.

**1) Roll Call**

Clerk Birr took roll call.. Councilor Meier arrived at 6:08 pm.

**2) Pledge of Allegiance**

Mayor Ungricht led the pledge.

**3) Motion to adopt the entire Agenda**

A motion was made by Councilor Flynn and seconded by Councilor L. Sickles to adopt the entire agenda. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles, Charlie Flynn

**4) Consent Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor L. Sickles to adopt the Consent Agenda with addition of Item E: Ordinance 551-2017 Master Parks Plan replacing Resolution 24-2017, Master Parks Plan and Item K: FM Global Fire Prevention Grant. Motion carried 5-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles, Charlie Flynn

**5) Public Comments**

Michael Lehnert, of Oregon City is owner of 268 6<sup>th</sup> St. Falls City, Oregon. He addressed a past home and barn (no longer standing) built over lot lines and why it is not presently allowable. Mayor Ungricht explained that the Falls City Zoning and Development Code dictate land use and building requirements. Furthermore, county and state laws have changed and do frequently with new legislature. Mr. Lehnert has an application but has not filled it out due to cost concerns. Mayor Ungricht informed Mr. Lehnert that until an application has been submitted, this issue is not Council business.

Lilli Boechtter, of Falls City requested Cameron Street be regraded to eliminate the bump. Her car bottoms out when pulling through her driveway. She thanked Mayor Ungricht for his wonderful effort and accomplishments serving as Mayor. Ms. Boechtter and her husband Horst hopes Mayor Ungricht will reconsider and stay on.

Paul Dasso, of Falls City asked questions regarding the recent Council discussion on backflows. The city had hoped to take over repair and replacement costs to relieve customers of the financial burden. The current backflow tester contracted with the city estimated upward of 20 would need to be replaced in the near future. The cost is several hundred dollars and requires a licensed plumber to perform the work. Currently, the Public Works employees cannot work past the meter.

The city attorney however, said it was not possible because taking control over the backflow devices would legally be considered "taking of private property". This issue is still in discussion.

7

Mayor Ungricht directed Mr. Dasso to the City website to review the Falls City Municipal Code Chapter 52- Water. (Correction-Actual Chapter is 51-Water.) Mr. Dasso asked to see the backflow testing report. Mayor Ungricht said it would be available at City Hall when completed.

Domenica Protheroe, City Clerk and resident of Falls City praised Mayor Ungricht for his work and accomplishments during his service as Mayor/ City Manager.

Tina Thompson, of Falls City spoke on Mr. Lehnert's 268 Sixth Street property she is interested in purchasing. She said she could build on one lot and not have to meet setbacks. Mayor Ungricht asked her to discuss this issue of land use at City Hall. He instructed her to make a map and he would meet to go over plans.

## **6) New Business**

### **A. Ordinance 549-2017 Code Enforcement 2<sup>nd</sup> Reading by Title Only**

A motion was made by Councilor Lauder and seconded by Councilor Charlie Flynn that the City Council of Falls City read the Ordinance 549-2017 by title only for the second time, an Ordinance providing for enforcement of city ordinances and declaring an emergency. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

### **B. Ordinance 550-2017 Master Water Plan 2<sup>nd</sup> Reading by Title Only**

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City Council of Falls City read the Ordinance 550-2017 for the second time by title only, an Ordinance of the City of Falls City adopting a water master plan for the City of Falls City, Oregon. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

### **C. Resolution 21-2017, Fees for City Services Public Hearing for Fees Increase**

During the October 2017 regular meeting, Council thought a mistake was made on the check fee listing. This was not the case, it was merely the former fee(s) provided to Council for comparison. No changes were made.

**Mayor Ungricht opened the Public Hearing at 6:20 pm.**

#### **Public Comments:**

Ms. Thompson of Falls City asked what the fees were for and how much. Mayor Ungricht read the entire proposed City Fee Schedule aloud.

There was no further discussion.

**Mayor Ungricht closed the Public Hearing at 6:23 pm.**

A motion was made by Councilor Flynn and seconded by Councilor D. Sickles that the City of Falls City resolves as follows; Adopt Resolution 21-2017 A resolution of the City Council of Falls City, Schedule of fees for City services and repealing past resolutions adopting fee schedules adopted. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

### **D. Closing of Wagner Public Library**

Amy Houghtaling, of Falls City and Chair of the Library Board was present to comment on this issue. She recently met with Bob Young, Andy Rommel and Art Houghtaling to discuss alternative solutions to continue meeting community needs without the Wagner Public Library. Computer access, summer reading programs, a book drop and home school families were priorities. F.A.C.E.S. could serve adults in the evenings. With a 5-year grant through the grade

school, Andy Rommel could be kept on as an employee. Falls City Direct Connect will provide transportation to surrounding cities. Residents will be able to use other public libraries.

Ms. Houghtaling said they would focus on meeting community needs while writing grants for after school activities. She also stated they would like to keep Wagner Public Library open until after the 2018 summer reading program has concluded at the middle or end of August. After this date it would become a school entity with Andy Rommel as an employee. Currently an IGA with the City of Falls City and School District is in place with the City paying 75% of the librarian's wages. The City will budget for that extra time and expense.

Mayor Ungricht and Councilor D. Sickles would like the School Board to send a formal request to Council. Ms. Houghtaling will ask the School Board to send a letter to Mayor Ungricht.

A motion was made by Councilor D. Sickles and seconded by Councilor Meier that the City Council of Falls City adopt the library closure calendar for closing the Public Library on August 31, 2018 following ORS 357.621. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**E. Ordinance 551-2017 Parks Master Plan and Consider Adoption 1<sup>st</sup> Reading by Title Only**  
Ordinance 551-2017 replaces Resolution 24-2017 listed on the Agenda. (Exhibit A)

**Mayor Ungricht opened the Public Hearing at 6:39 pm.**

Jill Anzalone of Falls City and Chair of the Parks and Recreation Committee said the Plan would help with applying for grants. All were commended for the team effort and hard work creating this 20 year Parks Master Plan.

**No further discussion.**

**Mayor Ungricht closed the Public Hearing at 6:42 pm.**

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council of the City of Falls City read the Ordinance 551-2017 for the first time by title only, an Ordinance if the City of Falls City adopting a Parks Master plan for the City of Falls City, Oregon. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**F. Mayor Ungricht Resignation and Replacement Process**

Mayor Ungricht gave official resignation to Council effective November 10, 2017. He will still volunteer as City Manager and continue to serve the city with his skill and expertise. His resignation stems from his earnestness and appreciation of ethics. For example, he does not feel it is appropriate to sit on the Planning Commission while serving as Mayor. Being involved in the new code enforcement program is also a reason for stepping down from the position as Mayor. He feels an ethical responsibility to separate himself and remain transparent in all areas.

Serving as City Manager also prevents him from his Mayoral duties. Lastly, while he well liked, he does not feel he is performing Mayoral responsibilities to promote the city at meetings and functions in the region. The dual position is not a normal city policy in Oregon. Mayor Ungricht will help his replacement be successful in the position.

Three applications have been submitted to City Hall. Councilor Meier would like an appointment to the vacant seat before Goal Setting 2018. It was decided to hold a meeting November 20<sup>th</sup> at 6:00 pm to appoint a Mayor and adopt minutes for the wastewater Community Development

Block Grant (CDBG grant). Amy Houghtaling was asked to speak at the upcoming meeting on low-income housing. Testimony on the subject of low-income housing is a requirement of the CDBG grant and will become an attachment to the grant document.

Applications for Mayor must be submitted to City Hall by Friday November 17<sup>th</sup> by 4:00 pm to be considered. All applications submitted after this deadline will not be accepted nor considered.

Council voted reluctantly on Mayor Ungricht's resignation. Tony Meier will be acting mayor until one is appointed.

A motion was made by Councilor Lauder and seconded by Councilor Meier that the City Council of Falls City accept the resignation of mayor Ungricht for the office of Mayor of the City of Falls City effective November 10, 2017. Motion carried 4-2-0. Ayes: Lori Jean Sickles, Tony Meier, Dennis Sickles, Charlie Flynn Nays: Jennifer Drill, Cliff Lauder

**G. Resolution 23-2017CIS Recognized Volunteers**

This resolution will provide workers compensation for Code Enforcement and the city Manager.

A motion was made by Councilor Flynn and seconded by Councilor D. Sickles that the City Council Adopt Resolution 23-2017 A resolution extending Worker's Compensation Coverage to volunteers of the City of Falls City, and repealing prior resolutions. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**H. Resolution 25-2017, Park Host Agreement**

This resolution will adopt park host agreements and job functions.

A motion was made by Councilor D. Sickles and seconded by Councilor Lauder that the City Council Adopt Resolution 25-2017 A resolution establishing a volunteer service agreement and insurance waiver for a park host at the George Kitchin Park and allowing the City Manager to enter into an agreement for a park host. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**I. Backflow Testing**

This item has been stalled. As mentioned above in Public Comments, the city attorney said this is not an option. Even though intentions are good, taking over backflows would be legally considered "taking of private property".

**J. Notice of Violation- 26 S. Main Street**

Notice of Violation was posted at 26 S Main St. This case will be taken to the City of Independence's Court Clerk. It is hoped the city can help the property owner become compliant. This is informational to Council. Council is only required to give permission on Code Enforcement when abating a property.

**K. FM Global Fire Prevention Grant**

This grant will be used for pre-incident planning, fire prevention education, arson prevention and investigation. (Exhibit B)

Marion County has extended assistance for using a third party agency to audit compliance at the Fire Station. Normally charging \$129.00 per volunteer, the cost has been reduced to \$80.00. The inclusion with other Fire Stations will save substantial money for the city.

A levy is expected to be placed on the May 2018 ballot for the Falls City Fire Department.

A motion was made by Councilor Drill and seconded by Councilor Meier that the City Council approve the Volunteer Fire Department to apply for the FM Global Fire Prevention Grant. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn

**7) Correspondence, Comments and Ex-Officio Reports**

**A. Mayors Report**

Mayor Ungricht informed Council of the city’s website visitor counter Clerk Birr installed. Last month there were over 300+ hits on various pages. Staff was surprised it is being so well used.

The sand for the filtration system needs replaced. The City of Salem will allow our purchase to piggyback with theirs and should save quite a bit of money. Mayor Ungricht gave Salem a huge Thank you for working with Falls City.

**8) Council Announcements**

Councilor Drill announced the Annual Christmas Tree lighting would be held December 2<sup>nd</sup>, at the Gospel Mountain Fellowship lot. A Craft Fair will be held at the Community Center on December 2<sup>nd</sup> from 8 am to 5 pm. Direct Connect will begin operation November 17<sup>th</sup>, (Correction- Actual starting date is November 16<sup>th</sup>.)The boys’ team send off to the game in Roseburg will be Friday November 10<sup>th</sup> and will be escorted out of town by the Falls City Fire Department.

Clerk Protheroe announced the annual Thanksgiving Dinner put on by the community. It will be November 18<sup>th</sup> from 11 am to 3 pm. Everyone is invited and donations are needed.

**Sheriff’s Report**

No representatives from the Sheriff’s Office were present. The Sheriff’s report was distributed to Council. (Exhibit C)

**Public Works Report**

The Public Works Department Report was distributed to Council. (Exhibit D)

**Library Report**

No Library Report was provided for Council.

**9) Adjourn**

The meeting adjourned at 7:15 pm.

\_\_\_\_\_ Mayor Terry Ungricht

Attested: \_\_\_\_\_ City Clerk JoHanna Birr

**AGENDA REPORT**

**TO:** CITY COUNCIL  
**FROM:** DOMENICA PROTHEROE, CITY CLERK, THROUGH MAYOR UNGRICHT  
**SUBJECT:** PUBLIC HEARING FOR ORDINANCE 551-2017 PARKS MASTER PLAN AND FIRST READING  
**DATE:** 11/6/2017

**SUMMARY**

The Park and Recreation Committee and staff developed a City of Falls City Parks Master Plan as directed by City Council. The Park and Recreation Committee approved the Parks Master Plan and made a recommendation to City Council to adopt the Plan on October 18, 2017.

**BACKGROUND**

The Parks and Recreation Committee fulfilled one of its primary duties by presenting the first Falls City Parks Master Plan to the City Council for consideration. The planning period for the Parks Master Plan is 20 years (2017-2037).

The Plan's motto "*bit by bit, little by little, step by step*" acknowledges known funding constraints for which new funding strategies outlined in Chapter 10 mitigate. The Plan recommends the creation of a new Parks and Recreation Reserve Fund to account for the accumulation of funds raised through new strategies. The Plan pinpoints the importance of volunteer and service organizations contributions. The Plan acknowledges needs to better assure public health and safety. The plan outlines a strategy to combat vandalism. The Plan calls for park improvements that ensure that parks are accessible to everyone and in compliance with ADA requirements, where possible.

The Parks Master Plan includes a Capital Improvement Plan that will rely on new sources of revenue along with grants, donations and volunteers. The Capital Improvement Plan does not provide a schedule for public improvements because the implementation of each recommended project will depend on grants, donations, and the approval for new revenue sources.

The Park Master Plan can be revised in future years through an Ordinance of City Council.

**PREVIOUS COUNCIL ACTION**

2014 City Council Goal: Complete Parks Master Plan  
2015-2017 City Council Goal: Create a Parks Master Plan  
2016 Council directed the Parks and Recreation Committee and staff to create a local parks and recreation facility plan.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

The adoption of the Parks Master Plan does not provide authorization to spend funds for park improvements. Authorization to spend money for park improvements will occur through the annual budget process along with the need to seek City Council approval to apply for grants and accept grant awards.

/Z

**STAFF RECOMMENDATION**      Adopt Ordinance 551-2017

**EXHIBITS**

Exhibit A – Ordinance 551-2017 – AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON

Exhibit B – City of Falls City Parks Master Plan (separate from Packet)

Exhibit C – City of Falls City Parks Master Plan Appendices A, B, C, D, E, F (separate from Packet)

The proposed Parks Master Plan can be viewed in full on [www.fallscityoregon.gov](http://www.fallscityoregon.gov) on the Parks Master Plan Project web page and as an attachment to the November 9, 2017 City Council meeting Packet.

A hard copy of the Plan is available for review at City Hall at 299 Mill Street, Falls City, Oregon 97344 during normal business hours.

**PUBLIC HEARING SCRIPT**

**Mayor:**

This public Hearing is an opportunity for any member of the public to comment on the proposed Parks Master Plan.

The first Parks Master Plan for the City of Falls City was prepared by the Parks and Recreation Committee and staff at the direction of the City Council. No grant funds were used to fund the project.

The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website, and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.

I will open the Public Hearing for the parks Master Plan at \_\_\_\_\_pm.

Public Comments:

I will close the Public Hearing for the proposed Parks Master Plan at \_\_\_\_\_pm.

**PROPOSED MOTION**

I move the City Council of the City of Falls City read Ordinance 551-2017 for the first time by title only "Ordinance 551-2017 – AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON"

## ORDINANCE 551-2017

### AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON;

#### FINDINGS:

1. City Council goals have called for a Park Master Plan since 2014.
1. The City of Falls City Comprehensive Plan states the following goal for Recreational Needs:

*GOAL: To provide the necessary facilities, activities and programs to fulfill the recreational needs of community citizens and visitors from surrounding areas.*
2. Municipal Code Chapter 32, Section 02, Subsection 050 defines the purpose of the Parks and Recreation Committee as follows:

*The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and review, and make recommendations on parks and recreation projects.*
3. The City Council of the City of Falls City directed the Parks and Recreation Committee and staff to write a local park and recreation facility plan in 2016.
4. The Parks and Recreation Committee and staff conducted a detailed physical inventory of land currently used for recreation within the city limits.
5. The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.
6. The Parks and Recreation Committee evaluated improvements using quantified methods that resulted in a list of park improvements that support recreational trends, desires, and community needs.
7. The Parks and Recreation Committee members and staff successfully fulfilled their duty by writing the first Parks Master Plan for the City of Falls City.
8. The Parks and Recreation Committee approved the Parks Master Plan and made a recommendation to the City Council to adopt the plan at the October 18, 2017 Park and Recreation Committee Meeting.

14

9. The City Council conducted a public hearing to consider the Parks Master Plan on November 9, 2017, at which time the public was given full opportunity to be present and heard on the matter.

**NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:**

**Section 1.** The adoption of the Falls City Parks Master Plan, as provided in Exhibit A.

**Section 2.** Effective Date. The City Council for the City of Falls City completed its first reading of Ordinance 551-2017 on November 9, 2017; with a second reading and adoption on December 14, 2017, the City of Falls City notes that this Ordinance becomes effective after 30 days of the adoption, and therefore this Ordinance will be in full force and effect January 13, 2018 upon signing of the Mayor.

READ FIRST TIME by the Common Council of the City of Falls City this 9th day of November 2017.

AYES:            NAYS:            ABSTAIN:        ABSENT:

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 14th day of December 2017.

AYES:            NAYS:            ABSTAIN:        ABSENT:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Domenica Protheroe, City Clerk

15

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**AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** MAYOR UNGRICHT  
**SUBJECT:** FM GLOBAL FIRE PREVENTION GRANT  
**DATE:** 11/3/2017

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**SUMMARY**

The Falls City Fire Department volunteers would like permission to apply for a grant.

**BACKGROUND**

The Fire Department would like permission from the Council to apply for a grant with FM Global Fire Prevention. These grants can be used for Pre-incident planning, Fire prevention education, Arson prevention/investigation. The Department will decide in which area they will apply and there is no match.

Staff included in exhibit A the grant program information and frequently asked questions. Staff will submit the finished grant for Council approval before submitting.

**PREVIOUS COUNCIL ACTION**

N/A

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

No cost to City.

**STAFF RECOMMENDATION**

Staff recommends approval of motion to allow Fire Department to apply for the grant.

**EXHIBIT**

A) Grant program information and frequently asked questions

**PROPOSED MOTION**

I move the City Council of the City of Falls City approve the Volunteer Fire Department to apply for the FM Global Fire Prevention Grant.

## FM Global Fire Prevention Grant Program

Because we believe that the majority of fire can be prevented, FM Global is pleased to offer financial support to organizations working to combat fire. Through our new Fire Prevention Grant Program, fire departments and brigades, as well as national, state, regional, local and community organizations can apply for funding to support a wide array of fire prevention, preparedness and control efforts, including prefire planning, fire prevention education/training and arson prevention/fire investigation.

### Who is eligible?

Any organization or agency around the world that supports fire prevention can apply for an FM Global Fire Prevention Grant; however, funds must be used for public purposes. Additional terms and conditions may apply for applicants based in the United States, Canada and other countries.

### What can I apply for?

Funding requests will be considered to help support organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Here are some examples to use as a guide:

- Pre-Incident Planning (computer software programs, laptops)
- Fire Prevention Education/Training (community outreach initiatives, workshops, publications)
- Arson Prevention/Fire Investigation (juvenile fire setter programs, continuing education courses, digital and specialized cameras, accelerant detection equipment)

### Deadlines for submitting your application:

Grant applications are reviewed three times per year. Deadlines for receipt of applications are March 31, July 31 and November 30. Decisions on awards are made approximately 3 - 4 months after deadline.

Previous grant recipients may reapply for funding three years from the date of their initial award letter. For applications that did not result in a grant award, applicants may reapply for funding one year from the date of their notification letter.

### Frequently Asked Questions:

Click the following link to review some of the frequently asked questions, eligibility requirements and past grant recipients: [Frequently Asked Questions](#)

### Questions/Comments:

If you have any questions or comments, please contact us at [firepreventiongrants@fmglobal.com](mailto:firepreventiongrants@fmglobal.com).

[CLICK HERE TO BEGIN YOUR APPLICATION](#)



SECURED BY  formsite

17



# FM Global Fire Prevention Grant Program



FM Global

## Frequently Asked Questions

### Who is eligible?

Any organization or agency around the world that supports fire prevention can apply for an FM Global Fire Prevention Grant; however, funds must be used for public purposes. Additional terms and conditions may apply for applicants based in the United States, Canada and other countries.

### What can I apply for?

Funding requests will be considered to help support organizations working to combat fire for a wide array of fire prevention, preparedness and control efforts. Here are some examples to use as a guide:

- Pre-Incident Planning (computer software programs, laptops)
- Fire Prevention Education/Training (community outreach initiatives, workshops, publications)
- Arson Prevention/Fire Investigation (juvenile fire setter programs, continuing education courses, digital and specialized cameras, accelerant detection equipment)

### What can I not apply for?

Funding requests for salaries, motor-powered vehicles (fire apparatus, automobiles, off-road vehicles), building projects, and equipment or training related to fire suppression, for example, will not be considered. In addition, service contracts on equipment and software, equipment for incidents related to hazardous material, carbon monoxide detectors and CPR equipment/training do not fall within the scope of the fire prevention grant program.

### What are the qualities of a successful application?

Applications that clearly demonstrate a need for funding whose use will have a significant impact on preventing fire loss are acceptable. It is also important to provide plenty of detail and documentation in your application to support your request.

### How much should I apply for?

Although there is no limit on how much funding you can apply for, this grant program is designed to provide seed money to help support your fire prevention, preparedness and control efforts.

### Do I need to provide matching funds?

Matching funds are not required, but sometimes only partial funding of a request will be awarded. Applicants may need to contribute additional funds to supplement their award. You may only be able to purchase some of the items or may need to look for a less expensive model of the product you applied for.

### How are decisions made about my grant?

All grant applications are reviewed by a committee consisting of a diverse group of FM Global property loss prevention experts and members of the public fire service community—to ensure funding is awarded where it will make the most difference.

### What is the deadline for submitting my application?

Grant applications are reviewed three times per year. Deadlines for receipt of applications are March 31, July 31 and November 30. Decisions on awards are made approximately 3 - 4 months after the deadline.

### When can I reapply for funding?

Previous grant recipients may reapply for funding three years from the date of their initial award letter. For applications that did not result in a grant award, applicants may reapply for funding one year from the date of their notification letter.

18

### Questions/Comments:

If you have any questions or comments, please contact us at [fireprevention@fmglobal.com](mailto:fireprevention@fmglobal.com).



# FM Global Fire Prevention Grant Program



FM Global

## Eligibility Requirements

### For applicants based in the United States:

Applicants must be a governmental unit of a city, town, county, state, commonwealth, the District of Columbia, possession of the United States, the United States itself or any political subdivision as described in Section 170(b)(1)(A)(v) of the U.S. Internal Revenue Service Code or a 501(c)(3) or (4) tax-exempt organization under the U.S. Internal Revenue Service Code.

### For applicants based in Canada:

Applicants must be a governmental unit of a city, town, county, province, territory, Canada itself, or any political subdivision thereof or a registered charity under Section 149(1)(f) of the Income Tax Act of Canada.

### For applicants based in any country other than the United States and Canada:

Applicants must demonstrate that their organization operates exclusively as a fire service unit, or a national, state, regional, local, or community organization that supports fire prevention under the laws of the country in which the organization is located.

The laws and customs applicable to the grantee organization must not permit any of its income or assets to be distributed to, or applied for the benefit of, a private person or non-charitable organization other than pursuant to the conduct of the grantee organization's fire prevention activities, or as payment of reasonable compensation for services rendered or as payment representing the fair market value of property which the grantee organization has purchased.

The grantee organization has no shareholders or members who have a proprietary interest in the income or assets of the organization.

The laws and customs applicable to the grantee organization do not permit the organization, other than as an insubstantial part of its activities to engage in activities that are not for religious, charitable, scientific, literary, or educational purposes; or to attempt to influence legislation, by propaganda or otherwise.

Exhibit C

October 2017 Falls City Stats

Falls City Calls for Service			
911 Hangup	1	DOA	Hit and Run
Assault	2	FIR	Menace
Animal	4	Domestic Dist	Misc Crime
Area Check	2	Drug	Mental
Assault		FIR	Noise
Assist Other Agency	4	Fire/EMS	Overdose
ATL (attempt to locate)	2	Follow up	prowl
Burglary	1	Fight	runaway
Citizen Contact	2	Found Person	sex offense
Civil Paper Service	15	Gen Disturb	Shots Fired
Criminal Mischief		Harassment	Stolen Veh
			Susp Activity
			Susp Person
			Susp Vehicle
			Theft
			Tow
			traffic assist
			Traffic Stops
			Trespass
			Warrant
			Welfare Check
			Unclass

20

Falls City Calls for Service	79	Of the FC Calls for Service	8	involved crimes
Total Calls for Service (county wide)	2061	FC Cases Cleared by Arrest	1	12.5% clearance
Falls City % of Total Calls	3.8%	Total Arrests in Falls City	1	1.3% of total arrests

Total Service Calls (Polk County)	2061	Crimes Occ	57.6%	Juvenile Arrests	1	(county wide)
Cases Cleared by arrest	98			Juvenile Arrests	0	(Falls City)
Total Arrests (county wide)	77			(only true crimes reported here)		

# Exhibit D

## Public Works Staff Report for October, 2017

Sunday, 1 Routine water and sewer.

Monday, 2 Hang door hangers, equipment maintenance.

Tuesday, 3 Ditch work on Bryent, calibrate flow meters WTP.

Wednesday, 4 Concrete work upper park, ditch work.

Thursday, 5 Vandalized concrete, upper park, ditch work.

Friday, 6 Ditch work, back fill around concrete upper park.

Saturday, 7 Sunday, 8 Routine and sewer.

Monday, 9 Putting water service in for camp host,

Tuesday, 10 Working on fire hydrant RV park.

Wednesday, 11 RV park, town for parts.

Thursday, 12 Switch over from teal to Glaze CR.

Friday, 13 Rock roads and grade.

Saturday, 14 Sunday, 15 Routine water and sewer.

Monday, 16 Working in RV park.

Tuesday, 17 Finish water service upper park, clean intake.

Wednesday, 18 Took special sample down to Corvallis, had to switch back to Teal.

Thursday, 19 Service city vehicles

Friday, 20 Preparation for storm, had go back to Glaze.

Saturday, 21 Shut down WTP, power outage in town, very heavy rain.

Sunday, 22 Clean intake, start WPT.

Monday, 23 Grade Mitchell, repairing WWTP generator fuel tank, working on UV system.

Tuesday, 24 Meter reading, took fuel tank to Dallas to have cut so we can clean.

Wednesday, 25 Finish meters, RV park hydrant.

Thursday, 26 Did rereads, finish fuel tank.

Friday, 27 Set hydrant RV park. Town for concrete.

Saturday, 28 Sunday, 29 Routine water and sewer.

Monday, 30 RV park, hydrant.

Tuesday, 31 Finish up on fire hydrant.

City of Falls City  
City Council Special Meeting Minutes  
Monday, November 20, 2017 6:00 p.m.  
Meeting Location: 320 N Main Street, Falls City, Oregon 97344

**Council Present:** Tony Meier, Lori Jean Sickles, Jennifer Drill, Cliff Lauder, Dennis Sickles, Charlie Flynn

**Staff Present:** Terry Ungricht, City Manager; JoHanna Birr, City Clerk; and Cody DeCamp, City Recorder

Council President Meier called the meeting to order at 6:01 pm.

**1) Roll Call**

Recorder DeCamp took roll call. Lori Jean Sickles arrived at 6:02pm.

**2) Pledge of Allegiance**

Council President Meier led the pledge.

**3) Motion to adopt the entire Agenda**

A motion was made by Councilor D. Sickles and seconded by Councilor Flynn to adopt the entire Agenda. Motion carried 5-0-0. Ayes: Dennis Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Charlie Flynn

**4) Hearing script for CDBG funding**

City Manager Ungricht informed Council that Staff has been working on the 2017 Community Development Block Grant (CDBG) application for the wastewater system. The grant will this year is for Final Design, Environmental review, and a Rate Study. This is estimated to cost \$350,000.00. Staff is still discussing if they want to include the cost of the land, which would cost an additional \$150,000.00 bringing the total to \$500,000.00. The land will be negotiated in compliance with the UAR [Uniform Acquisition Relocation] and all federal requirements. City Manager Ungricht believes that by scaling back the request from last year this will increase our chances for receiving the award.

Staff has been working on the 2017 CDBG application for our wastewater system. Council has been updated that the plan this year is to go out for Final Design, Environmental review, and a rate study. This all is estimated to cost \$350,000. Staff is still discussing if we want to include the cost of the land, which we estimate at \$150,000. The land will be negotiated on in compliance with the UAR and all federal requirements.

Staff will be submitting either for \$350,000.00 or \$500,000.00 Staff has worked out the areas of responsibility; the City Engineer will be in charge of the final design project and Mid-Willamette Council of Governments will do the grant administration and Environmental review.

I believe that with not going for design and construction we will increase our chances for the award. Once this part is accepted and we close out this part of the project we will have final design documents that can be put out for construction bids. We will then go out for more CDBG funding if we still qualify.

**The Public Hearing was opened at 6:06 pm by Council President Meier.**

City Manager Ungricht read the Public Hearing Script aloud in its entirety:

**PUBLIC HEARING SCRIPT**

*MAYOR: OPEN HEARING*

22

This hearing is being held as part of the Community Development Block Grant (CDBG) application process. The City of Falls City is currently applying for approximately \$350,000.00 for the final design engineering, Environmental review, and rate study and if decided another \$150,000.00 for land acquisition for a total of \$500,000.00 in CDBG funds.

The purpose of the hearing is twofold:

- 1) For the City Council to obtain citizen views and respond to questions and comments about community development and housing needs, especially the needs of low and moderate income persons as well as other needs in the community that might be assisted with a CDBG project.
- 2) And for the City Council to obtain citizen views and respond to questions and comments about the proposed project.
  - A. Approximately \$11.5 million will be available and awarded to Oregon non-metropolitan cities and counties in fiscal year 2017. The maximum grant that a city or county can receive is \$2.5 million.
  - B. The range of activities that may be undertaken with the grant funds include the projects such as:
    - Microenterprise Assistance Public Services,
    - Public Works (i.e. water and wastewater system improvement projects),
    - Community/Public Facilities (i.e. homeless shelter, fire hall, senior center, community center, library, etc.)
    - Community Capacity/Technical Assistance,
    - Emergency Projects, and
    - Housing Rehabilitation
  - C. The entire amount of grant funds applied for will be used for activities that will meet the national objective of primary benefit to low- and moderate-income persons; and
  - D. The proposed activities in the application will not result in displacement or the local government's antidisplacement and relocation plans required under 24 CFR Part 570.488, Part 570.606, and Part 42.

The final signed and approved meeting minutes must record and document that this requirement was met.

*MAYOR: TAKE COMMENTS AND QUESTIONS FROM PUBLIC*

"Comments and questions"

*MAYOR: CLOSE HEARING*

Council President Meier closed the Public Hearing at 6:19 pm.

*COUNCIL TO MOTION*

Motion on agenda item.

Comments and Questions followed.

#### **5) Public Comments**

Amy Houghtaling, resident of Falls City is on the board for the Polk County Community Development Corporation along with Jeremy Gordon of Falls City. This is a non-profit organization, which applies for state and federal grants to provide low-income housing. She spoke in support of the grant to improve the city's infrastructure. She believes that the major barriers for the city is that developers and granters have concern with our aged sewer system and that it will not currently support additional housing developments. Ms. Houghtaling invited questions.

23

Councilor Drill asking if Ms. Houghtaling sees any downfalls with the grant or anything besides sewer that needs attention. Ms. Houghtaling said basic infrastructure is always a concern but sewer infrastructure most frequently because developers will research that area. The city is already limited for development on the south side of town where there is no sewer service. Ms. Houghtaling also mentioned that the city's gravel roads might be an issue in the future with developers. Ms. Houghtaling is unsure whether state and federal grants for housing development are allowed in areas with gravel roads.

The system currently serves the majority of low to moderate-income users. A certified Low to Moderate Income (LMI) study was done; the new 2020 census will set the LMI percentage.

Council thanked Ms. Houghtaling for coming and addressing Council on the subject of low-income housing development and infrastructure.

Councilor Lauder asked City Manager Ungricht if the \$150,000.00 for land acquisition would be a separate grant. City Manager Ungricht replied that the land acquisition would more than likely be a separate grant from this CDBG funding. The additional money for land acquisition will need to come from other sources.

Councilor Lauder asked if it is easier to receive funding if we start with the \$350,000 then ask for the other \$150,000. City Manager Ungricht said that this is part of the discussion with city staff, but applying for land acquisition creates barriers. He explained that this is the last year CDBG will provide funding for design. The final design will provide biddable documents for the project.

Councilor D. Sickles asked if at the end of this project we would be looking to apply for a grant based on the engineering study. City Manager Ungricht responded yes, when project is closed staff will apply for the construction phase funding.

Councilor D. Sickles asked if the grant was awarded, would there be any cost to the city. City Manager Ungricht believes that the full award will be given with no additional costs. Our City Engineer would oversee the project.

Councilor Lauder asked if there is a time frame on the engineering once the grant is awarded. City Manager Ungricht said that under CDBG conditions there is a 3-year limit on completing the project. He explained that the project would most likely not be finished by the time of next year's CDBG funding. The city will have to wait an additional year to apply for a grant based on the engineering study.

There were further comments.

**The Public Hearing was closed at 6:19 pm by Council President Meier.**

A motion was made by Councilor L. Sickles and seconded by Councilor Flynn that the Falls City Council instruct staff to submit the CDBG funding grant for the wastewater project and give authority to the Mayor and/or City Manager to sign the grant application. Motion carried 6-0-0. Ayes: Lori Jean Sickles, Jennifer Drill, Tony Meier, Cliff Lauder, Dennis Sickles, Charlie Flynn,

**6) New Business**

**A. Accept applications for Mayor**

Council President Meier asked the Mayoral candidates to take a seat at the interview table. City Manager Ungricht explained the interview process to Council and candidates. Three applications were submitted for the vacant Mayoral seat. Two applicants participated in the interview. Shane Curry was not in attendance.

## **B. Interview of Mayor Candidates**

The interview was held in Candidate Forum fashion. Candidates drew numbers to determine seating order. The candidates were each asked preselected questions in random order. Both were given the opportunity to answer the same question within a two-minute time limit. Council at the end of the interview asked the candidates a few other questions.

Candidate Jennifer Drill expressed her appreciation for the community, and spoke about her long-term goal to serve legislatively at the state level. She would like this opportunity to learn and gain knowledge to fulfil her goal. Ms. Drill is a longtime resident and has been very involved with community, Council and Committees. When asked what her vision for the City of Falls City would be as Mayor she said that she would like to carry on with the vision that council has started to carry the community forward. She identified the major priorities for the city to be infrastructure for sewer and water, code enforcement, and communication. Ms. Drill made clear that she would be able to attend multiple meetings per month as she works part time with flexible hours and described the biggest strength of the community is coming together. She added this is a beautiful area and she would like to see it prosper.

Candidate Jeremy Gordon explained that he would like to be the City of Falls city Mayor because he feels it is his civic duty to get involved in the community. When asked about his background Mr. Gordon spoke about his experience in interagency communications, policy implementation, interpretation of regulations, being a creative leader and his work as a member of the Polk County Community Development Corporation (CDC). He would like to funnel some of the CDC resources to the city. He admitted there would be a learning curve as it would be his first time in local government. Although he has only lived in Falls City for a few years, Mr. Gordon enjoys the welcoming community atmosphere and feels he has found his forever home. When asked what his vision for the City of Falls City would be as Mayor he said that he has read council minutes and wants to further the direction of the city; to improve what has already been put into place. He identified major priorities for the city to be the wastewater plan and affordable housing. Mr. Gordon went on to say he would like to promote tourism and encourage people to shop local. He also felt that the biggest strength of the community is that people take care of each other. He would like to give back to the community in a positive way.

## **C. Vote on new Mayor**

Ballots were distributed to the five remaining Councilors to sign and fill out indicating their selection of one applicant to fill the vacant mayoral position. The ballots were then gathered and Recorder DeCamp read the results aloud with each Councilors name in conjunction with their vote.

Jeremy Gordon won the appointment by 3-2 vote. Councilors Lori Jean Sickles, Dennis Sickles, and Charlie Flynn voted for Mr. Gordon. Councilors Tony Meier and Cliff Lauder voted for Ms. Drill. Councilor Drill will retain her position on Council.

## **D. Swear in Mayor**

Council President Meier presided over the swearing in of Mayor Gordon.

## **7) Correspondence, Comments, and Ex-Officio Reports**

A. Next regular City Council Meeting December 14, 2017 at 6:00 pm

## **8) Adjourn**

The meeting adjourned at 6:53 pm.

\_\_\_\_\_ Mayor, Jeremy Gordon

Attested: \_\_\_\_\_ City Manager, Ungricht

26

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** DOMENICA PROTHEROE, CITY CLERK, THROUGH MAYOR UNGRICHT  
**SUBJECT:** SECOND READING AND ADOPTION OF ORDINANCE 551-2017 PARKS MASTER PLAN  
**DATE:** 11/21/2017

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### **SUMMARY**

The Park and Recreation Committee and staff developed a City of Falls City Parks Master Plan as directed by City Council. The Park and Recreation Committee approved the Parks Master Plan and made a recommendation to City Council to adopt the Plan on October 18, 2017.

### **BACKGROUND**

The Parks and Recreation Committee fulfilled one of its primary duties by presenting the first Falls City Parks Master Plan to the City Council for consideration. The planning period for the Parks Master Plan is 20 years (2017-2037).

The Plan's motto "*bit by bit, little by little, step by step*" acknowledges known funding constraints for which new funding strategies outlined in Chapter 10 mitigate. The Plan recommends the creation of a new Parks and Recreation Reserve Fund to account for the accumulation of funds raised through new strategies. The Plan pinpoints the importance of volunteer and service organizations contributions. The Plan acknowledges needs to better assure public health and safety. The plan outlines a strategy to combat vandalism. The Plan calls for park improvements that ensure that parks are accessible to everyone and in compliance with ADA requirements, where possible.

The Parks Master Plan includes a Capital Improvement Plan that will rely on new sources of revenue along with grants, donations and volunteers. The Capital Improvement Plan does not provide a schedule for public improvements because the implementation of each recommended project will depend on grants, donations, and the approval for new revenue sources.

The Park Master Plan can be revised in future years through an Ordinance of City Council.

### **PREVIOUS COUNCIL ACTION**

11/09/2017	City Council read Ordinance 551-2017 by title only for the first time
2014	City Council Goal: Complete Parks Master Plan
2015-2017	City Council Goal: Create a Parks Master Plan
2016	Council directed the Parks and Recreation Committee and staff to create a local parks and recreation facility plan.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

The adoption of the Parks Master Plan does not provide authorization to spend funds for park improvements. Authorization to spend money for park improvements will occur through the annual budget process along with the need to seek City Council approval to apply for grants and accept grant

awards.

**STAFF RECOMMENDATION**      Adopt Ordinance 551-2017

**EXHIBITS**

Exhibit A – Ordinance 551-2017 – AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON

City of Falls City Parks Master Plan (See CC Meeting Packet 11/09/2017)

City of Falls City Parks Master Plan Appendices A, B, C, D, E, F (See CC Meeting Packet 11/09/2017)

The proposed Parks Master Plan can be viewed in full on [www.fallscityoregon.gov](http://www.fallscityoregon.gov) on the Parks Master Plan Project web page and as an attachment to the November 9, 2017 City Council meeting Packet.

A hard copy of the Plan is available for review at City Hall at 299 Mill Street, Falls City, Oregon 97344 during normal business hours.

**PUBLIC HEARING SCRIPT**

**Mayor:**

This public Hearing is an opportunity for any member of the public to comment on the proposed Parks Master Plan.

The first Parks Master Plan for the City of Falls City was prepared by the Parks and Recreation Committee and staff at the direction of the City Council. No grant funds were used to fund the project. The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website, and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.

I will open the Public Hearing for the parks Master Plan at \_\_\_\_\_pm.

Public Comments:

I will close the Public Hearing for the proposed Parks Master Plan at \_\_\_\_\_pm.

**PROPOSED MOTIONS**

I move the City Council of the City of Falls City read Ordinance 551-2017 for the second time by title only "Ordinance 551-2017 – AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON"

I move the City Council of the City of Falls City adopt Ordinance 551-2017 – AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON.

28

## ORDINANCE 551-2017

### AN ORDINANCE OF THE CITY OF FALLS CITY ADOPTING A PARKS MASTER PLAN FOR THE CITY OF FALLS CITY, OREGON;

#### FINDINGS:

1. City Council goals have called for a Park Master Plan since 2014.
1. The City of Falls City Comprehensive Plan states the following goal for Recreational Needs:

*GOAL: To provide the necessary facilities, activities and programs to fulfill the recreational needs of community citizens and visitors from surrounding areas.*
2. Municipal Code Chapter 32, Section 02, Subsection 050 defines the purpose of the Parks and Recreation Committee as follows:

*The purpose of the parks and recreation committee shall be to advise the city council regarding matters in the parks and recreation service area, including parks, cemeteries, athletic facilities, trails planning, acquisition, construction and maintenance, grants acquisition, volunteer coordination, improvements, and review, and make recommendations on parks and recreation projects.*
3. The City Council of the City of Falls City directed the Parks and Recreation Committee and staff to write a local park and recreation facility plan in 2016.
4. The Parks and Recreation Committee and staff conducted a detailed physical inventory of land currently used for recreation within the city limits.
5. The Parks and Recreation Committee and staff utilized surveys, newsletter articles, public meetings, Falls City website and the Parks Master Plan Open House to successfully collaborate with the goal of achieving better and more acceptable decisions.
6. The Parks and Recreation Committee evaluated improvements using quantified methods that resulted in a list of park improvements that support recreational trends, desires, and community needs.
7. The Parks and Recreation Committee members and staff successfully fulfilled their duty by writing the first Parks Master Plan for the City of Falls City.
8. The Parks and Recreation Committee approved the Parks Master Plan and made a recommendation to the City Council to adopt the plan at the October 18, 2017 Park and Recreation Committee Meeting.

29

9. The City Council conducted a public hearing to consider the Parks Master Plan on November 9, 2017, at which time the public was given full opportunity to be present and heard on the matter.

**NOW THEREFORE THE CITY OF FALLS CITY ORDAINS AS FOLLOWS:**

**Section 1.** The adoption of the Falls City Parks Master Plan, as provided in Exhibit A.

**Section 2.** Effective Date. The City Council for the City of Falls City completed its first reading of Ordinance 551-2017 on November 9, 2017; with a second reading and adoption on December 14, 2017, the City of Falls City notes that this Ordinance becomes effective after 30 days of the adoption, and therefore this Ordinance will be in full force and effect January 13, 2018 upon signing of the Mayor.

READ FIRST TIME by the Common Council of the City of Falls City this 9th day of November 2017.

AYES:            NAYS:            ABSTAIN:        ABSENT:

READ SECOND TIME AND ADOPTED by the Common Council of the City of Falls City this 14th day of December 2017.

AYES:            NAYS:            ABSTAIN:        ABSENT:

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, City Manager

30

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**AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** MANAGER TERRY UNGRICHT  
**SUBJECT:** Resolution 27-2017 A Resolution Adopting the City of Falls City Representation in the Updates to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan  
**DATE:** 11/30/2017

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**SUMMARY**

This resolution adopts the Polk County Multi-jurisdictional Hazards Mitigation Plan.

**BACKGROUND**

FEMA requires County's to complete a hazards mitigation plan in order for the County and Cities to be eligible for mitigation project grants.

Staff has been working with Polk County to develop a risk assessment of possible risks within the Falls City boundaries. We submitted the risks to be included within the Polk County hazard mitigation plan. The plan has been approved under CFR Title 44 part 201 by FEMA. Falls City is now required to adopt the plan by Resolution, once the plan is adopted by all of the communities that took part in the plan and the County adopts the plan, it will allow Falls City to apply for mitigation project grants.

**PREVIOUS COUNCIL ACTION**

None.

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

If we do not pass we will not be allowed to apply for the FEMA grant funding

**STAFF RECOMMENDATION**

Staff recommends the City Council adopt resolution.

**EXHIBIT**

Resolution 27-2017 and the portion of the plan identifying Falls City's risks

**PROPOSED MOTION**

I move the City Council of the City of Falls City adopt Resolution 27-2017 - **A Resolution Adopting the City of Falls City Representation in the Updates to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan**

31

Resolution 27-2017

**A Resolution Adopting the City of Falls City Representation in the Updates to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan**

**Whereas**, the City of Falls City recognizes the threat that natural hazards pose to people, property and infrastructure within our community; and

**Whereas**, undertaking hazard mitigation actions will reduce the potential for harm to people, property and infrastructure from future hazard occurrences; and

**Whereas**, an adopted Natural Hazards Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

**Whereas**, the City of Falls City has fully participated in the FEMA prescribed mitigation planning process to prepare the *Polk County, Multi-Jurisdictional Natural Hazard Mitigation Plan*, which has established a comprehensive, coordinated planning process to eliminate or minimize these vulnerabilities; and

**Whereas**, the City of Falls City has identified natural hazard risks and prioritized a number of proposed actions and programs needed to mitigate the vulnerabilities of the City of Falls City to the impacts of future disasters within the *Polk County, Multi-Jurisdictional Natural Hazard Mitigation Plan*; and

**Whereas**, these proposed projects and programs have been incorporated into the *Polk County, Multi-Jurisdictional Natural Hazard Mitigation Plan* that has been prepared and promulgated for consideration and implementation by the cities of Polk County; and

**Whereas**, the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials have reviewed the *Polk County, Multi-Jurisdictional Natural Hazard Mitigation Plan* and pre-approved it (dated, November 27, 2017) contingent upon this official adoption of the participating governments and entities;

**Whereas**, the NHMP is comprised of comprised of three volumes: Volume I -Basic Plan, Volume II – City Addenda, and Volume III - Appendices, collectively referred to herein as the NHMP; and

**Whereas**, the NHMP is in an on-going cycle of development and revision to improve it's effectiveness; and

**Whereas**, City of Falls City adopts the NHMP and directs the City Manager to develop, approve, and implement the mitigation strategies and any administrative changes to the NHMP.

32

**NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:**

**Section 1:** The City of Falls City adopts *the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan* as an official plan; and

**Section 2:** The City of Falls City will submit this Adoption Resolution to the Oregon Office of Emergency Management and Federal Emergency Management Agency, Region X officials to enable final approval of the *Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan*.

**Section 3:** This Resolution was duly passed and adopted by the Falls City Council and takes effect upon signature of the Mayor.

Adopted this 14th day of December, 2017

Vote: AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, City Manager

33

# CITY OF FALLS CITY ADDENDUM

## Purpose

This document serves as the City of Falls City's Addendum to the Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan (MNHMP, NHMP). This addendum supplements information contained in Volume I (Basic Plan) of this NHMP, which serves as the foundation for this jurisdiction's addendum, and Volume III (Appendices), which provides additional information (particularly regarding participation and mitigation strategy). This addendum meets the following requirements:

- Multi-jurisdictional **Plan Adoption** §201.6(c)(5),
- Multi-jurisdictional **Participation** §201.6(a)(3),
- Multi-jurisdictional **Mitigation Strategy** §201.6(c)(3)(iv), and
- Multi-Jurisdictional **Risk Assessment** §201.6(c)(2)(iii).

## Plan Process, Participation, and Adoption

This section of the NHMP addendum addresses 44 CFR 201.6(c)(5), *Plan Adoption*, and 44 CFR 201.6(a)(3), *Participation*.

In the Fall of 2016, the Oregon Partnership for Disaster Resilience (OPDR) at the University of Oregon's Community Service Center (CSC) partnered with the Oregon Military Department's Office of Emergency Management (OEM), and Polk County and cities, including Falls City, to update their NHMP, which expired October 14, 2014. This project is funded through the Federal Emergency Management Agency's (FEMA) FY14 Pre-Disaster Mitigation Competitive Grant Program (PDMC-PL-10-OR-2014-002).

By developing this addendum to the Polk County NHMP, locally adopting it, and having it approved by FEMA, Falls City will regain eligibility for FEMA Hazard Mitigation, Pre-Disaster Mitigation, and Flood Mitigation Assistance grant program funds.

The Polk County NHMP, and Falls City addendum, are the result of a collaborative effort between citizens, public agencies, non-profit organizations, the private sector, and regional organizations. A project steering committee guided the process of developing the plan. For more information on the composition of the steering committee see the *Acknowledgements*, *Plan Summary*, and *Plan Process* (Volume III, Appendix A).

The City Manager of Falls City is the designated local convener and will take the lead in implementing, maintaining, and updating the addendum to the NHMP in collaboration with the designated convener of the Polk County NHMP (County Planning Department).

Representatives from the City of Falls City steering committee convened on the following occasions (see Appendix A for more information):

- July 27, 2016 - Polk County NHMP Kick-Off Meeting

34

- August 2016 – NHMP Project Agenda Report to City Council. Added an NHMP update project tab to City website and encouraged public participation.
- October 18, 2016 – Polk County NHMP Second Meeting

The city’s addendum reflects decisions decided upon at the plan update meeting and during subsequent work and communication with OPDR.

The Falls City Steering Committee was comprised of the following representatives:

- Convener, City Manager
- Domenica Protheroe , City Clerk
- Terry Ungricht. Mayor and City Manager
- Don Poe, Lead Public Works Worker
- Members of the City Council

Public participation was achieved with the establishment of the steering committee, which was comprised of city officials and special districts representing different organizations and sectors. In addition, public comments were solicited via the City Website (beginning in August 2016). The Steering Committee was closely involved throughout the development of the plan and served as the local oversight body for the plan’s development. In addition, community members outside of the steering committee were provided an opportunity for comment via the plan review process (see Appendix A for more information).

The Polk County NHMP was approved by FEMA on [Month] [Day], 2017 and the Falls City addendum was adopted via resolution on [Month] [Day], 2017. This NHMP is effective through [Month] [Day], 2022.

## Mitigation Strategy

This section of the NHMP addendum addresses 44 CFR 201.6(c)(3(iv), *Mitigation Strategy*.

During the 2016/2017 Polk County update process OPDR re-evaluated the Action Items with the county and local steering committees. Following the review actions were updated, noting what accomplishments had been made, and whether the actions were still relevant; any new action items were identified at this time (see Appendix A for more information). Each jurisdiction developed a list of priority actions any actions that were not prioritized were placed in an Action Item Pool and will be considered during the annual Implementation and Maintenance meetings.

### Priority Actions

The city is listing a set of high priority actions in an effort to focus attention on an achievable set of high leverage activities over the next five-years. The city’s priority actions are listed below in Table FCA-1.

### Action Item Pool

Table FCA-2 presents a pool of mitigation actions. This expanded list of actions is available for local consideration as resources, capacity, technical expertise and/or political will become available.

The majority of these actions carry forward from prior versions of this plan.

35

**Table FCA-I Falls City Priority Action Items**

Action Item #	Description	Managing Department / Agency	Timeline	Potential Funding Source(s)	Benefit- Costs / Technical Feasibility
<b>Priority Actions</b>					
<b>Multi-Hazard Action (MH)</b>					
MH #1	Purchase and install generators with main power distribution disconnect switches for identified and prioritized critical facilities (particularly schools) susceptible to short term power disruption.	Falls City School District	Mid-Term (2-5 Years)	HMGP, School District Bond	BC: TBD TF: Yes
<b>Earthquake Actions (EQ)</b>					
EQ #1	Disseminate FEMA pamphlets to educate and encourage homeowners concerning seismic structural and non-structural retrofit benefits.	City Manager	Ongoing	General Fund, NEHRP, HMGP	BC: TBD TF: Yes
EQ #2	Repair Dayton Street Bridge	City Manager, Public Works	Mid-Term (2-5 Years)	OR-IFA, USDA, OPRD	BC: \$116,000 TF: Yes
<b>Flood Action (FL) - including erosion</b>					
FL #1	Develop an outreach program to educate public concerning NFIP participation benefits, floodplain development, land use regulation, and NFIP flood insurance availability to facilitate continued compliance with the NFIP.	MWVCOG Planning, City Manager, & Public Works	Short Term (0-2 Years)	General Fund	BC: TBD TF: Yes

Source: City of Falls City NHMP Steering Committee, 2016.  
 MH=Multi-Hazard, EQ=Earthquake, FL=Flood

36

**Table FCA-2 Falls City Action Item Pool**

Action Item #	Description	Managing Department / Agency	Timeline	Potential Funding Source(s)	Benefit- Costs / Technical Feasibility
<b>Action Item Pool</b>					
<b>Multi-Hazard Actions (MH)</b>					
MH #2	Update Building Limitations Map and update Zoning and Development Code if required.	MWVCOG	Short Term (0-2 Years)	General Fund	BC: TBD TF: Yes
MH #3	Complete critical facility data collection to allow a more thorough vulnerability analysis for the City's infrastructure.	City Manager	Mid-Term (2-5 Years)	General Fund	BC: TBD TF: Yes
<b>Drought Actions (DR) - including expansive soils</b>					
<i>No specific actions identified; see multi-hazard actions.</i>					
<b>Earthquake Actions (EQ)</b>					
EQ #3	Identify high seismic hazard areas; develop a wood-frame residential building inventory and an outreach program to educate population concerning facilities particularly vulnerable to earthquake damage, such as pre-1940s homes and homes with cripple wall foundations.	MWVCOG	Mid-Term (2-5 Years)	General Fund	BC: TBD TF: Yes
EQ #4	Retrofit Bridge Street Vehicular Bridge	City Manager, Public Works	Long Term (5+ Years)	OR-IFA, USDA, OPRD	BC: TBD TF: Yes
EQ #5	Retrofit important public facilities with significant seismic vulnerabilities (City Hall, etc.), such as unreinforced masonry construction. Consider structural and non-structural options.	City Manager Falls City School District	Long Term (5+ Years)	General Fund, NEHRP, HMGP, SRGP	BC: TBD TF: Yes
<b>Flood Actions (FL) - including erosion</b>					
FL #2	Southside drainage improvements.	City Manager, Polk County, Public Works	Ongoing	Street Fund, HMGP, HMA	BC: TBD TF: Yes
FL #3	Develop outreach program to educate residents concerning flood proofed well and sewer/septic installation.	Sewer: MWVCOG and City Manager Septic: Polk County	Ongoing	General Fund	BC: TBD TF: Yes
FL #4	Evaluate and implement preferred erosion protection initiatives to prevent or reduce riverine erosion damages to residential structures and road drainage systems.	MWVCOG Planning, City Manager, & Public Works	Ongoing	General Fund, NRCS, HMGP, HMA	BC: TBD TF: Yes

Source: City of Falls City NHMP Steering Committee, 2016  
 MH=Multi-Hazard, EQ=Earthquake, FL=Flood

**Table FCA-2 Falls City Action Item Pool (continued)**

2016 Action Item #	Description	Managing Department / Agency	OPDR Timeline	Potential Funding Source(s)	Benefit- Costs / Technical Feasibility
FL #5	Identify buildings that are at risk of being affected by erosion.	MWVCOG Planning, City Manager, & Public Works	Long Term (5+ Years)	General Fund, NRCS, HMPG, HMA	BC: TBD TF: Yes
FL #6	Conduct a water intake siting study and environmental impact study.	City Manager, Public Works	Long Term (5+ Years)	CDBG, USDA, OR-IFA	BC: \$25,000 TF: Yes
<b>Landslide Actions (LS)</b>					
LS #1	Develop, implement, and enforce property development landslide risk assessment procedures to identify potential facility vulnerability.	MWVCOG Planning & City Manager	Ongoing	General Fund	BC: TBD TF: Yes
LS #2	Create the storm water management plan to include regulations to control runoff, both for flood reduction and to minimize saturated soils on steep slopes that can cause landslides.	MWVCOG Planning & City Manager	Long Term (5+ Years)	General Fund	BC: TBD TF: Yes
<b>Volcano Actions (VE)</b>					
VE #1	Update emergency response planning and develop client focused outreach program for ash fall events affecting river, air, and highway transportation, and industrial facilities and operations.	MWVCOG, City Manager	Long Term (5+ Years)	General Fund, NOAA/ NWS	BC: TBD TF: Yes
VE #2	Evaluate capability of water treatment plant to deal with high turbidity from ash falls, update emergency response plans, and upgrade treatment facilities' physical plant to deal with ash falls.	City Engineer, City Manager & Public Works	Long Term (5+ Years)	General Fund, NOAA/ NWS	BC: TBD TF: Yes
<b>Wildfire Actions (WF)</b>					
WF #1	Develop outreach program to educate and encourage home landscape cleanup (defensible space) and define debris disposal programs.	DEQ, City Manager	Ongoing	General Fund, ODF, FMAP, HMGP	BC: TBD TF: Yes
WF #2	Participate in the maintenance, implementation, and update of the Polk County Community Wildfire Protection Plan (2009).	PC SW Rural Fire District Polk County & City Manager	Ongoing	General Fund	BC: TBD TF: Yes
WF #3	Identify, develop, implement, and enforce mitigation actions such as fuel breaks and reduction zones for potential wildland fire hazard areas.	Polk County, Oregon Department of Forestry, City Manager	Ongoing	General Fund	BC: TBD TF: Yes
WF #4	Identify critical facilities and vulnerable populations based on mapped high hazard areas.	City Manager	Mid-Term (2-5 Years)	General Fund, HMA	BC: TBD TF: Yes

Source: City of Falls City NHMP Steering Committee, 2016  
 FL=Flood, LS=Landslide, VE=Volcano, WF=Wildfire

38

**Table FCA-2 Falls City Action Item Pool (continued)**

2016 Action Item #	Description	Managing Department / Agency	OPDR Timeline	Potential Funding Source(s)	Benefit- Costs / Technical Feasibility
WF #5	Install new fire hydrants in locations where there is insufficient coverage as identified in Master Water Plan.	City Manager & Public Works	Long Term (5+ Years)	Water Fund, HMGP, PDM	BC: \$331,000 TF: Yes
<b>Windstorm Action (WS)</b>					
WD #1	Identify and prioritize critical facilities' overhead utilities that could be placed underground to reduce power disruption from windstorm / tree blow down damage.	City Manager & Pacific Power & Light	Mid-Term (2-5 Years)	General Fund, HMGP, HMA, Utility Co.	BC: TBD TF: Yes
<b>Winter Storm Actions (WT)</b>					
WT #1	Develop and implement programs to coordinate maintenance and mitigation activities to reduce risk to public infrastructure from severe winter storms.	Public Works	Ongoing	General Fund	BC: TBD TF: Yes
WT #2	Develop and implement strategies and educational outreach programs for debris management from severe winter storms.	MWVCOG Planning & City Manager & Public Works	Mid-Term (2-5 Years)	General Fund, PA	BC: TBD TF: Yes

Source: City of Falls City NHMP Steering Committee, 2016

WF=Wildfire, WD=Windstorm, WT=Winter Storm

## Plan Implementation and Maintenance

The City Council will be responsible for adopting the City of Falls City addendum to the Polk County NHMP. This addendum designates a coordinating body and a convener to oversee the development and implementation of action items. Because the city addendum is part of the county's multi-jurisdictional NHMP, the city will look for opportunities to partner with the county. The city's steering committee will convene after re-adoption of the City of Falls City addendum on an annual schedule; the county is meeting on a semi-annual basis and will provide opportunities for the cities to report on NHMP implementation and maintenance during their meetings. The City Manager will serve as the convener and will be responsible for assembling the steering committee (coordinating body). The steering committee will be responsible for:

- identifying new risk assessment data,
- reviewing status of mitigation actions,
- identifying new actions, and
- seeking funding to implement the city's mitigation strategy (actions).

The convener will also remain active in the county's implementation and maintenance process (see Volume I, Section 4 for more information).

The city will utilize the same prioritization process as the county (See Volume I, Section 4: Plan Implementation and Maintenance and Volume III, Appendix C: Economic Analysis of Natural Hazard Mitigation Projects for more information).

### Implementation through Existing Programs

Many of the Natural Hazards Mitigation Plan's recommendations are consistent with the goals and objectives of the city's existing plans and policies. Where possible, the City of Falls City will implement the NHMP's recommended actions through existing plans and policies. Plans and policies already in existence have support from local residents, businesses, and policy makers. Many land-use, comprehensive, and strategic plans get updated regularly, allowing them to adapt to changing conditions and needs. Implementing the NHMP's action items through such plans and policies increases their likelihood of being supported and implemented.

Falls City's acknowledged comprehensive plan is the Falls City Comprehensive Plan. The Oregon Land Conservation and Development Commission first acknowledged the plan in 1979. The City last amended the plan in July 2013. The City implements the plan through the Falls City Zoning and Development Code, which was amended in 2017.

Falls City currently has the following plans, programs, and policies that relate to natural hazard mitigation. For a complete list visit the city [website: www.fallscityoregon.gov](http://www.fallscityoregon.gov).

40

**Table FCA-3 Legal and Regulatory Resources Available for Hazard Mitigation**

Regulatory Tool	Name	Effects on Hazard Mitigation
Plans	<u>Falls City Emergency Operations Plan (2014)</u>	Identifies emergency planning, policies, procedures, and response to extraordinary emergency situations associated with natural disasters, technological incidents, and national security emergencies.
	<u>Falls City Emergency Preparedness Plan (2015)</u>	Provides resources for residents to be prepared in case of disaster.
	<u>Falls City Comprehensive Plan (1979) Amended 2001, 2003, 2010, 2013</u>	Defines governance, development, infrastructure, and responsibilities.
	<u>Falls City Charter (2014)</u>	Defines governance.
	<u>Falls City Wastewater Facility Plan: Part A, Part B (2014)</u>	Outline wastewater improvements.
	<u>Falls City Water Master Plan (Underway 2017)</u>	Outlines water system improvements.
	<u>Transportation System Plan (2013)</u>	To establish the City's goals, policies, and action strategies for development and improving the transportation system.
	<u>Street Improvement Plan (2010)</u>	Identifies needed street improvements.
	<u>Park Master Plan (Underway 2017)</u>	Outlines improvements and acquisitions for city parks.
Programs	National Flood Insurance Program (NFIP)	Makes affordable flood insurance available to homeowners, business owners, and renters in participating communities. In exchange, those communities must adopt and enforce minimum floodplain management regulations to reduce the risk of damage from future floods.
	CIS Flood Insurance	Falls City has a \$5M flood insurance policy with CIS.
Policies ( <u>Municipal Codes</u> )	Falls City Municipal Code Chapter 151 Building Regulations	Adopts and enforces the Oregon Building Code.
	Falls City Municipal Code Chapter 150 Flood Damage Prevention	To minimize public and private losses due to flood conditions.
	Falls City Municipal Code Chapter 154 <u>Zoning and Development Code</u>	Adopts Falls City Zoning and Development Ordinance. Defines building requirements for the city, restricts building in hazard zones.

41

**Table FCA-4 Administrative and Technical Resources for Hazard Mitigation**

Staff/Personnel Resources	Department/Division Position
Planner(s) or engineer(s) with knowledge of land development and land management practices	City Engineer: Steve Ward, Westech Engineering, LLC City Planner Mid-Willamette Council of Governments (MWV COG)
Engineer(s) or professional(s) trained in construction practices related to buildings and/or infrastructure	City Engineer: Steve Ward, Westech Engineering, LLC
Planner(s) or engineer(s) with an understanding of manmade or natural hazards	City Engineer: Steve Ward, Westech Engineering, LLC City Planner City Planner Mid-Willamette Council of Governments (MWVCOG)
Floodplain manager	City Planner Mid-Willamette Council of Governments (MWVCOG)
Personnel skilled in GIS and/or HAZUS-MH	No capability in Falls City GIS accomplished by Mid-Willamette Council of Governments (MWVCOG) and Westech Engineering, LLC
Director of Emergency Services	City Manager
Finance (grant writers, purchasing)	City Manager
Public Information Officers	City Manager

**Table FCA-5 Financial Resources for Hazard Mitigation**

Financial Resources	Effect on Hazard Mitigation
General funds	Available for mitigation projects
Authority to levy taxes for specific purposes	(Measure 5 or Measure 50) w/ a cap w/ voter approval (cannot exceed cap)
Incur debt through general obligation bonds	Yes can increase city funding capability
Incur debt through special tax and revenue bonds	Yes
Incur debt through private activity bonds	No

Note: See Appendix D – Grant Programs for additional financial resources.

## Continued Public Participation

Keeping the public informed of the city’s efforts to reduce the city’s risk to future natural hazards events is important for successful plan implementation and maintenance. The city is committed to involving the public in the plan review and updated process. See Volume 1, Section 4, for more information.

42

## Plan Maintenance

The Polk County Multi-Jurisdictional Natural Hazards Mitigation Plan and city addendum will be updated every five years in accordance with the update schedule outlined in the Disaster Mitigation Act of 2000. During the county plan update process, the city will also review and update its addendum. The convener will be responsible for convening the steering committee to address the questions outlined below.

- Are there new partners that should be brought to the table?
- Are there new local, regional, state, or federal policies influencing natural hazards that should be addressed?
- Has the community successfully implemented any mitigation activities since the plan was last updated?
- Have new issues or problems related to hazards been identified in the community?
- Are the actions still appropriate given current resources?
- Have there been any changes in development patterns that could influence the effects of hazards?
- Have there been any significant changes in the community's demographics that could influence the effects of hazards?
- Are there new studies or data available that would enhance the risk assessment?
- Has the community been affected by any disasters? Did the plan accurately address the impacts of this event?

These questions will help the steering committee determine what components of the mitigation plan need updating. The steering committee will be responsible for updating any deficiencies found in the plan.

## Risk Assessment

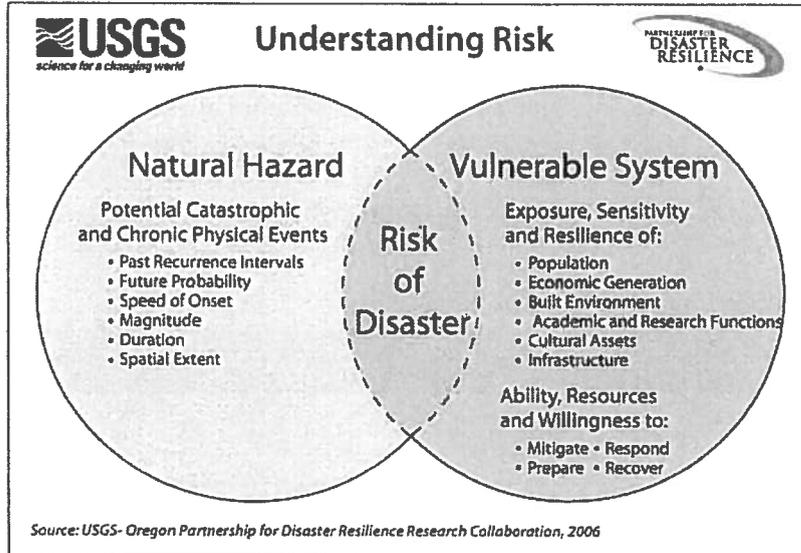
This section of the NHMP addendum addresses 44 CFR 201.6(b)(2) - Risk Assessment. In addition, this chapter can serve as the factual basis for addressing Oregon Statewide Planning Goal 7 – Areas Subject to Natural Hazards. Assessing natural hazard risk has three phases:

- **Phase 1:** Identify hazards that can impact the jurisdiction. This includes an evaluation of potential hazard impacts – type, location, extent, etc.
- **Phase 2:** Identify important community assets and system vulnerabilities. Example vulnerabilities include people, businesses, homes, roads, historic places and drinking water sources.
- **Phase 3:** Evaluate the extent to which the identified hazards overlap with, or have an impact on, the important assets identified by the community.

The local level rationale for the identified mitigation strategies (action items) is presented herein, and within Section 2, *Risk Assessment*, and Appendix B, *Community Profile*. The risk assessment process is graphically depicted in Figure FCA-1 below. Ultimately, the goal of hazard mitigation is to reduce the area of risk, where hazards overlap vulnerable systems.

43

Figure FCA-I Understanding Risk



## Hazard Analysis Methodology

This NHMP utilizes a hazard analysis methodology that was first developed by FEMA circa 1983, and gradually refined by the Oregon Military Department's Office of Emergency Management over the years.

The methodology produces scores that range from 24 (lowest possible) to 240 (highest possible). Vulnerability and probability are the two key components of the methodology. Vulnerability examines both typical and maximum credible events, and probability endeavors to reflect how physical changes in the jurisdiction and scientific research modify the historical record for each hazard. Vulnerability accounts for approximately 60% of the total score, and probability approximately 40%.

This method provides the jurisdiction with a sense of hazard priorities, or relative risk. It doesn't predict the occurrence of a particular hazard, but it does "quantify" the risk of one hazard compared with another. By doing this analysis, planning can first be focused where the risk is greatest.

In this analysis, severity ratings, and weight factors, are applied to the four categories of history, vulnerability, maximum threat (worst-case scenario), and probability as shown in the table below. See Volume I, Section 2 (Risk Assessment) for more information.

## Hazard Analysis

The Falls City steering committee developed their hazard vulnerability assessment (HVA), using the county's HVA as a reference. Changes from the county's HVA were made where appropriate to reflect distinctions in vulnerability and risk from natural hazards unique to Falls City, which are discussed throughout this addendum.

Table FCA-6 shows the HVA matrix for Falls City showing each hazard listed in order of rank from high to low. For local governments, conducting the hazard analysis is a useful step in

planning for hazard mitigation, response, and recovery. The method provides the jurisdiction with sense of hazard priorities, but does not predict the occurrence of a particular hazard.

One catastrophic hazards (Cascadia Subduction Zone earthquake) and two chronic hazards (windstorm and landslide) rank as the top hazard threats to the city (Top Tier). The Wildfire, flood, and winter storm hazards comprise the next highest ranked hazards (Middle Tier), while drought, crustal earthquake, and volcano hazards comprise the lowest ranked hazards (Bottom Tier).

**Table FCA-6 Hazard Analysis Matrix – Falls City**

Hazard	History	Probability	Vulnerability	Maximum Threat	Total Threat Score	Hazard Rank	
Windstorm	16	56	35	100	207	# 1	Top Tier
Earthquake (Cascadia)	2	49	50	100	201	# 2	
Landslide	2	56	45	90	193	# 3	
Wildfire	4	56	40	70	170	# 4	Middle Tier
Flood	4	56	35	70	165	# 5	
Winter Storm	16	56	15	70	157	# 6	
Drought	6	42	20	80	148	# 7	Bottom Tier
Earthquake (Crustal)	2	7	15	30	54	# 8	
Volcano	2	7	25	10	44	# 9	

Source: Falls City NHMP Steering Committee, 2016.

Table FCA-7 categorizes the probability and vulnerability scores from the hazard analysis for the city and compares the results to the assessment completed by the Polk County NHMP Steering Committee (areas of differences are noted with **bold** text within the city ratings). The city ranked probability of landslide higher than the county and their vulnerability to Cascadia Subduction Zone earthquakes, landslide, and wildfire higher than the county.

**Table FCA-7 Probability and Vulnerability Comparison**

Hazard	Falls City		County	
	Probability	Vulnerability	Probability	Vulnerability
Drought	Moderate	Moderate	Moderate	Moderate
Earthquake (Cascadia)	Moderate	<b>High</b>	Moderate	Moderate
Earthquake (Crustal)	<b>Low</b>	<b>Low</b>	Moderate	Moderate
Flood	High	Moderate	High	Moderate
Landslide	High	<b>High</b>	High	Low
Volcano	Low	Moderate	Low	Moderate
Wildfire	<b>High</b>	<b>High</b>	Moderate	Moderate
Windstorm	High	<b>Moderate</b>	High	High
Winter Storm	High	<b>Low</b>	High	High

Source: Falls City NHMP Steering Committee and Polk County NHMP Steering Committee, 2016.

Between 2010 and 2015 the City grew by approximately 5 people (<1%) and median household income decreased by 24% (see Appendix B). New development was placed outside of the floodplain per the city’s floodplain ordinance (see Table FCA-3) and complied with the seismic safety standards within the Oregon State Building Code. As such changes in population, demographics, and development have had a negligible impact upon

45

vulnerability. However, decreased household income within the community may be a signal that segments of the community may have a difficult time recovering from a natural hazard. See specific hazard sections below for more information.

## Community Asset Identification

This section provides information on city specific assets. For additional information on the characteristics of Falls City, in terms of geography, environment, population, demographics, employment and economics, as well as housing and transportation see Volume III, Appendix B, *Community Profile*. Many of these community characteristics can affect how natural hazards impact communities and how communities choose to plan for natural hazard mitigation. Considering the city specific assets during the planning process can assist in identifying appropriate measures for natural hazard mitigation.

## Community Characteristics

Falls City is located in the mid-Willamette Valley nestled in the foothills of the Coast Range and is named for the Little Luckiamute Falls located in the center of town. The city is located on the Little Luckiamute River and covers an area of about 1.2 square miles. The climate of Falls City is moderate; the average monthly temperatures range from 48 – 80 degrees in July and August, and 31-46 degrees in December and January, and the city receives approximately 74 inches of rain each year. Monthly precipitation is about 9-13 inches during the wetter months of November – March, and average about 0.3-1.9 inches during the drier months of June - September. The city’s topography is both a mix of relatively flat areas and steeper sloped areas along the western and northern edges of the city.

## Economy

Falls City benefits from its location to Salem which is the State Capital and a regional center for industrial technology, engineering, research, commerce, and health care. Top industries for employment include in Falls City include social assistance, educational services, construction, and retail; however, most employment is outside of the city.

## Asset Inventory

Asset inventory is the first step of a vulnerability analysis. Assets that may be affected by hazard events include population, residential and nonresidential buildings, critical facilities, and infrastructure.

The asset inventory delineates the City’s existing building and infrastructure assets and insured values and are identified in detail in Table FCA-8 and Map FCA-1 (Attachment A).

**Table FCA-8 Falls City Critical Facilities and Infrastructure**

Facility Type	Name / Number	Address	Value <sup>1</sup>
Government	US Post Office	123 Parry Street	\$408,290
	City Hall and Public Works Maintenance Shop	299 Mill Street	\$587,500
	City Maintenance Storage Bldg	120 Parry Rd	\$161,171
Emergency Response	Fire Station/Community Center	320 N Main Street	\$1,150,400
Educational	Falls City Elementary School K-8	177 Prospect Avenue	\$3,058,958

46

Facility Type	Name / Number	Address	Value <sup>1</sup>
	Falls City High School	111 N North Main Street	\$3,556,871
	Wagner Library	111 N Main Street	\$155,967
Community	George Kitchin Memorial Park	7 <sup>th</sup> Street	\$171,133 (restroom only)
	Michael Harding Memorial Park	Parry Road	Unknown
	Fay Wilson Memorial Park	S Main Street	\$10,510
	Lower Cemetery		Unknown
	Upper Cemetery		Unknown
	Grace Family Fellowship	401 Lombard Street	\$121,090
	United Methodist Church	242 N Main Street	\$73,940
	Seventh-Day Adventist Church	205 N Main Street	\$432,680
	First Christian Church	233 S Main St	\$168,460
	Mountain Gospel Fellowship	257 N Main St	\$79,350
State and Federal Highways	Hwy 223 N/S route		Unknown
Bridges	Little Luckiamute River Bridge	500 Main Street	\$1,820,000
	Steel Foot Bridge	299 Mill St	\$217,271
	Wood Foot Bridge	Dayton St	\$113,283
	Dutch Creek Crossing	Mitchell Street	
Utilities	Teal Creek Water Treatment Plant & water storage tank	6666 Teal Creek Rd	\$6,170,000
	Wastewater Treatment Plant with sand trap	111 N Main St	\$2,198,300
	Fair Oaks Pump Station	Fair Oaks Street	\$50,098

Note: <sup>1</sup>Estimated and/or insured structural and/or Polk County Assessed value for critical facilities and estimated values for critical infrastructure

See hazard sections below and Section 2, *Risk Assessment*, for potential hazard vulnerabilities to these facilities.

## Hazard Characteristics

### Drought

The steering committee determined that the city's probability for drought is **moderate** (which is the same as the county's rating) and that their vulnerability to drought is **moderate** (which is the same as the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the characteristics of drought hazards, as well as the location and extent of a potential event. Due to a cool, wet climate, past and present weather conditions have generally spared Polk County communities from the effects of drought; however, Polk County was included in a Governor declared drought declaration in 1992 and a Presidential drought declaration in 2015.

Falls City's primary water supply comes from the Teal Creek and Glaze Creek drainages. The city has one (1) storage reservoir for a total of 600,000 gallons of treated water storage capacity. The city's water treatment plant has been operating since 1998. Oregon Health Authority (OHA) has approved the 2017 Water Master Plan and the City is awaiting approval from Oregon Water Resources Department (OWRD). In general, water supply is available

47

and sufficient. Additional, drought-related community impacts are described within the county's Drought Hazard Annex.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities.

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

## Earthquake

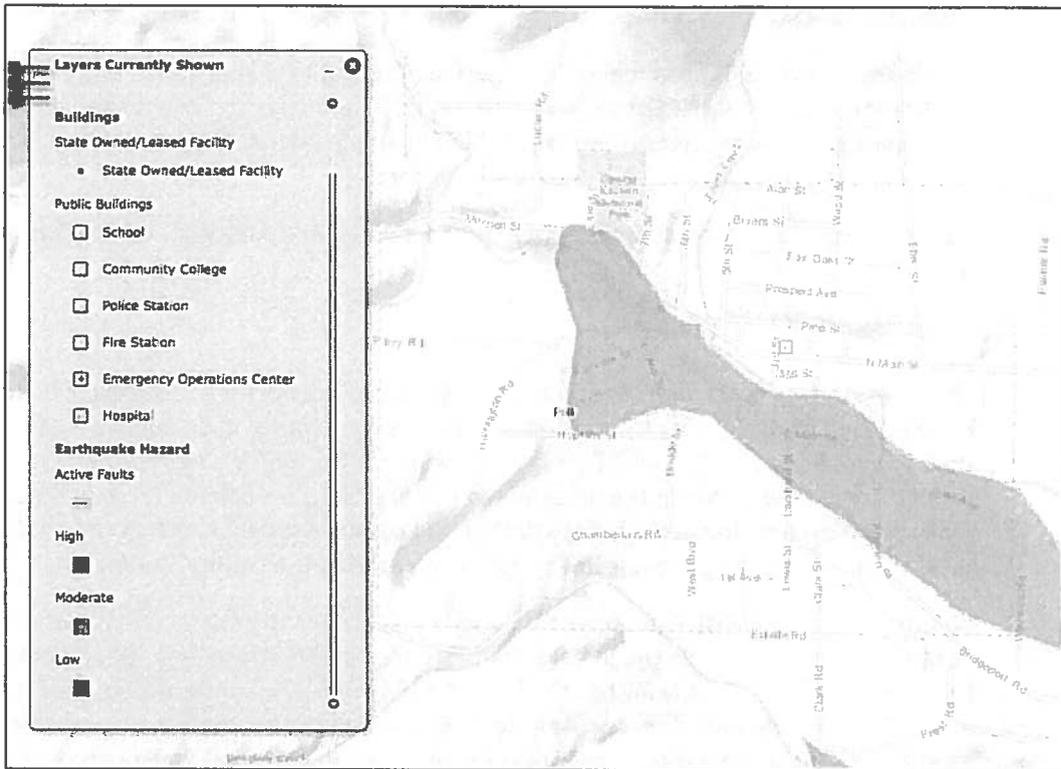
The steering committee determined that the city's probability for a Cascadia Subduction Zone (CSZ) Earthquake event is **moderate** (which is the same as the county's rating) and that their vulnerability to a Cascadia Earthquake event is **high** (which is higher than the county's rating). The steering committee determined that the city's probability for a Crustal Earthquake event is **low** (which is lower than the county's rating) and that their vulnerability to a Crustal Earthquake event is **low** (which is lower than the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the characteristics of earthquake hazards, history, as well as the location and extent of a potential event. Generally, an event that affects the county is likely to affect Falls City as well. The causes and characteristics of an earthquake event are appropriately described within the county's plan, as well as the location and extent of potential hazards. Previous occurrences are well-documented within the county's plan, and the community impacts described by the county would generally be the same for Falls City as well.

Earthquake-induced damages are difficult to predict, and depend on the size, type, and location of the earthquake, as well as site-specific building and soil characteristics. Presently, it is not possible to accurately forecast the location or size of earthquakes, but it is possible to predict the behavior of soil at any particular site. In many major earthquakes, damages have primarily been caused by the behavior of the soil. Figure FCA-2 displays relative liquefaction hazards. As shown, the area of greatest concern within the city of Falls City (darker areas) is along the Little Luckiamute River where the concentration of soft soils is the highest.

48

**Figure FCA-2 Active Faults and Soft Soils**

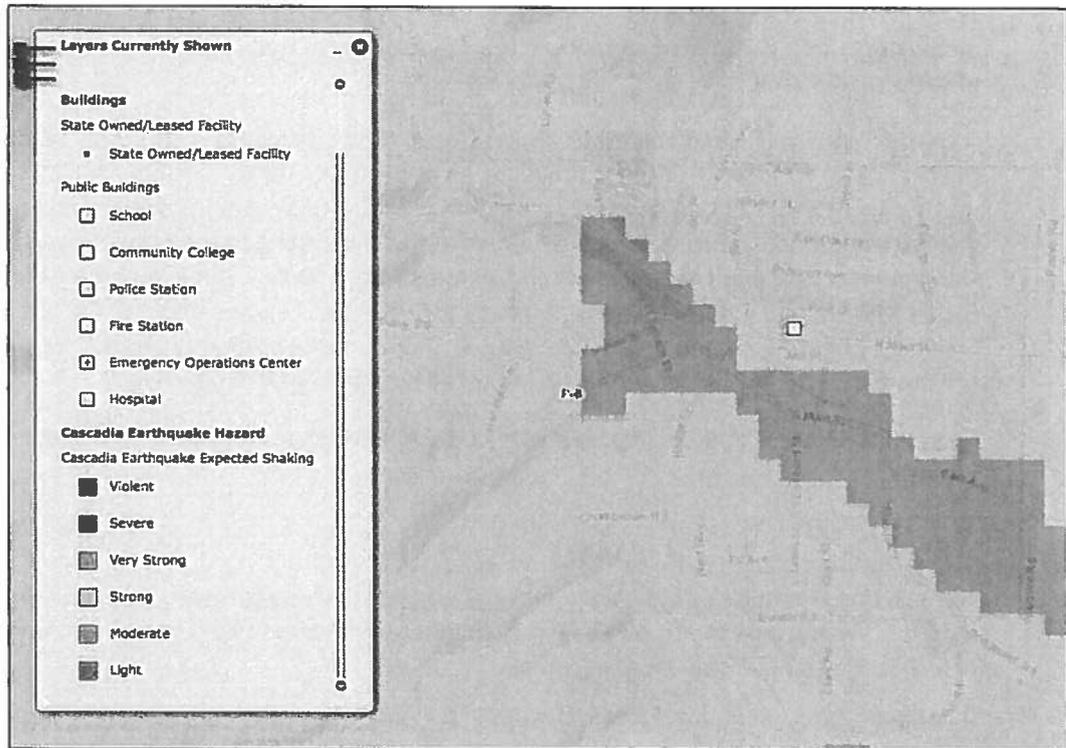


Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

Figure FCA-3 shows the expected shaking/ damage potential for Falls City as a result of a Cascadia Subduction Zone (CSZ) earthquake event. The figure shows that the city will experience “strong” to “very strong” shaking that will last two to four minutes. The strong shaking will be extremely damaging to lifeline transportation routes including Highway 22, 99, and Interstate 5. For more information on expected losses due to a CSZ event see the [Oregon Resilience Plan](#).

49

**Figure FCA-3 Cascadia Subduction Zone Expected Shaking**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

As noted in the community profile approximately 74% of residential buildings were built prior to 1990, which increases the city’s vulnerability to the earthquake hazard. Information on specific public buildings’ (schools and public safety) estimated seismic resistance, determined by DOGAMI in 2007, is shown in Table FCA-9; each “X” represents one building within that ranking category. The one facility evaluated by DOGAMI using RVS, does not have a high (greater than 10% chance) or very high (100% chance) collapse potential.

**Table FCA-9 Rapid Visual Survey Scores**

Facility	Site ID*	Level of Collapse Potential			
		Low (< 1%)	Moderate (>1%)	High (>10%)	Very High (100%)
<b>Public Safety</b>					
Falls City Fire Department (320 N Main St)	Polk_fir09	X			

Source: [DOGAMI 2007. Open File Report 0-07-02. Statewide Seismic Needs Assessment Using Rapid Visual Assessment.](#)

\*\*\* – Site ID is referenced on the [RVS Polk County Map](#)

In addition to building damages, utility (electric power, water, wastewater, natural gas) and transportation systems (bridges, pipelines) are also likely to experience significant damage.

Utility systems will be significantly damaged, including damaged buildings and damage to utility infrastructure, including water treatment plants and equipment at high voltage substations (especially 230 kV or higher which are more vulnerable than lower voltage

50

substations). Buried pipe systems will suffer extensive damage with approximately one break per mile in soft soil areas. There would be much lower rate of pipe breaks in other areas. Restoration of utility services will require substantial mutual aid from utilities outside of the affected area.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan approximately 440 residential structures (value \$43M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$866K), three bridges (value \$2.2M), and two utilities (value \$8.4M) which would be impacted by a strong shaking event.<sup>1</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

## Flood

The steering committee determined that the city's probability for riverine flood is **high** (which is the same as the county's rating) and that their vulnerability to flood is **moderate** (which is the same as the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the causes and characteristics of flooding hazards within the region, as well as previous flooding occurrences. General flood-related community impacts are adequately described within the Flood Hazard Annex of Polk County's Natural Hazards Mitigation Plan. Portions of Falls City have areas of flood plains (special flood hazard areas). These include areas along the Little Luckiamute River (see Figure FCA-4 and Attachment A, Map FCA-2). Furthermore, other portions of Falls City, outside of the mapped floodplains, are also subject to significant, repetitive flooding from local storm water drainage.

### History:

The following incident has occurred since the previous plan:

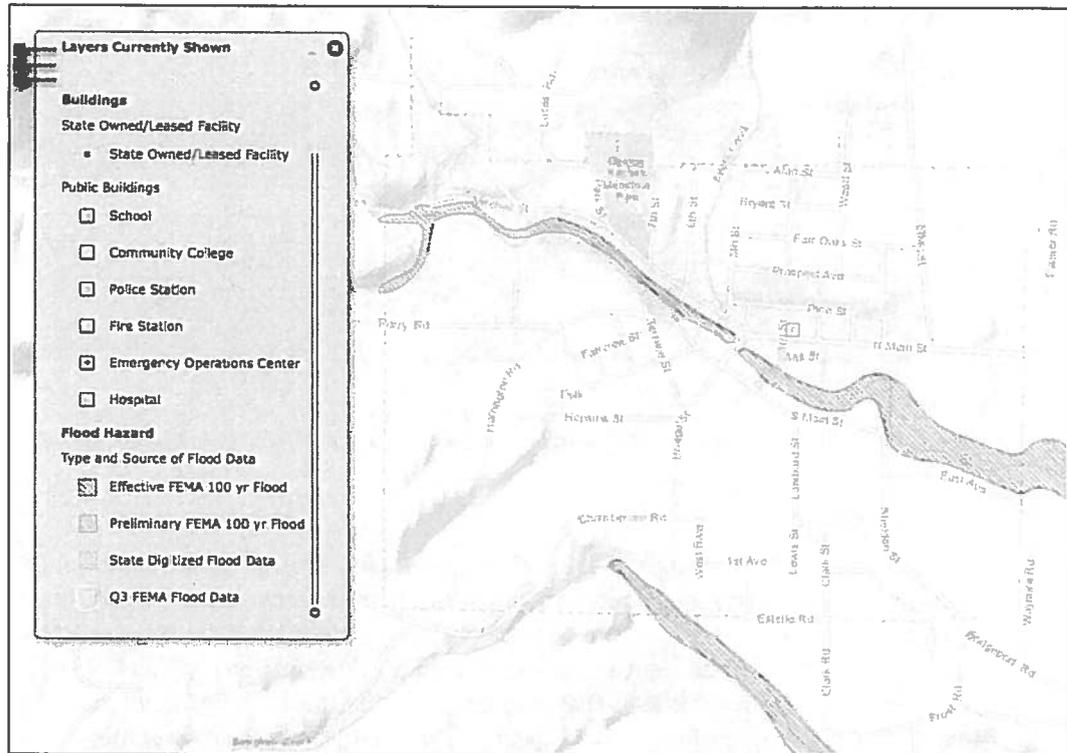
- 12/07/2016 DR-4258: Flooding – culverts along Mitchell Road at GPS Location 44.869807 - 123.443991 was damaged by fast flowing floodwaters that overwhelmed this facility washing out the culverts and road at this site as a direct result of Sever Winter Storms, Straight-lines Winds, Flooding and Mud Slides.
- 1/17-21/2012: DR-4055: Flooding – severe winter storm and overland flooding inundated Falls City with record amounts of rainfall damaged 10 sites.

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<sup>1</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

51

**Figure FCA-4 Special Flood Hazard Area**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan approximately 74 residential structures (value \$7.2M), two government facilities (value \$749K), three community facilities (value \$281K), and three bridges (value \$2.2M) are located within the 100-year floodplain.<sup>2</sup>

For more information on flood risk see the [Polk County Flood Insurance Study \(2006\)](#).

#### National Flood Insurance Program (NFIP)

FEMA modernized the Falls City Flood Insurance Rate Maps (FIRMs) in December 2006. Table FCA-10 shows that as of September 2016, Falls City has 0 National Flood Insurance Program (NFIP) policies in force. There has not been a Community Assistance Visit (CAV) for Falls City. Falls City is not a member of the Community Rating System (CRS).

<sup>2</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

The Community Repetitive Loss record for Falls City identifies no Repetitive Loss Properties<sup>3</sup> and no Severe Repetitive Loss Properties<sup>4</sup>.

**Table FCA-10 Flood Insurance Detail**

Jurisdiction	Effective FIRM and FIS	Initial FIRM Date	Total Policies	Pre-FIRM Policies	Policies by Building Type				Minus Rated A Zone
					Single Family	2 to 4 Family	Other Residential	Non-Residential	
Polk County	-	-	428	183	334	27	25	42	28
Falls City	12/19/2006	7/7/1981	0	0	0	0	0	0	0

Jurisdiction	Insurance in Force	Total Paid Claims	Pre-FIRM Claims Paid	Substantial Damage Claims	Total Paid Amount	Repetitive Loss Properties	Severe Repetitive Loss Properties	CRS Class Rating	Last CAV
Falls City	\$ -	0	0	0	\$ -	0	0	-	none

Source: Information compiled by Department of Land Conservation and Development, September 2016

### Riverine Erosion

Riverine erosion rarely causes death or injury. However, erosion causes significant destruction of property, development, and infrastructure. Erosion hazard data is not readily available; however, descriptions of several localized areas were identified during the development of this document and are identified only by location on Map FCA-3 (Attachment A). Critical facilities that may be at risk of erosion were identified using a 300 foot-buffer in the areas identified as having historic erosion impacts to conservatively account for building footprints.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan approximately 101 residential structures (value \$9.8M), two government facilities (value \$749K), one emergency response facility (value \$1.2M), six community facilities (value \$414K), and three bridges (value \$2.2M) considered at risk.<sup>5</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

<sup>3</sup> A Repetitive Loss (RL) property is any insurable building for which two or more claims of more than \$1,000 were paid by the National Flood Insurance Program (NFIP) within any rolling ten-year period, since 1978. A RL property may or may not be currently insured by the NFIP.

<sup>4</sup> A Severe Repetitive Loss (SRL) property is a single family property (consisting of 1 to 4 residences) that is covered under flood insurance by the NFIP and has incurred flood-related damage for which 4 or more separate claims payments have been paid under flood insurance coverage, with the amount of each claim payment exceeding \$5,000 and with cumulative amount of such claims payments exceeding \$20,000; or for which at least 2 separate claims payments have been made with the cumulative amount of such claims exceeding the reported value of the property.

<sup>5</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

53

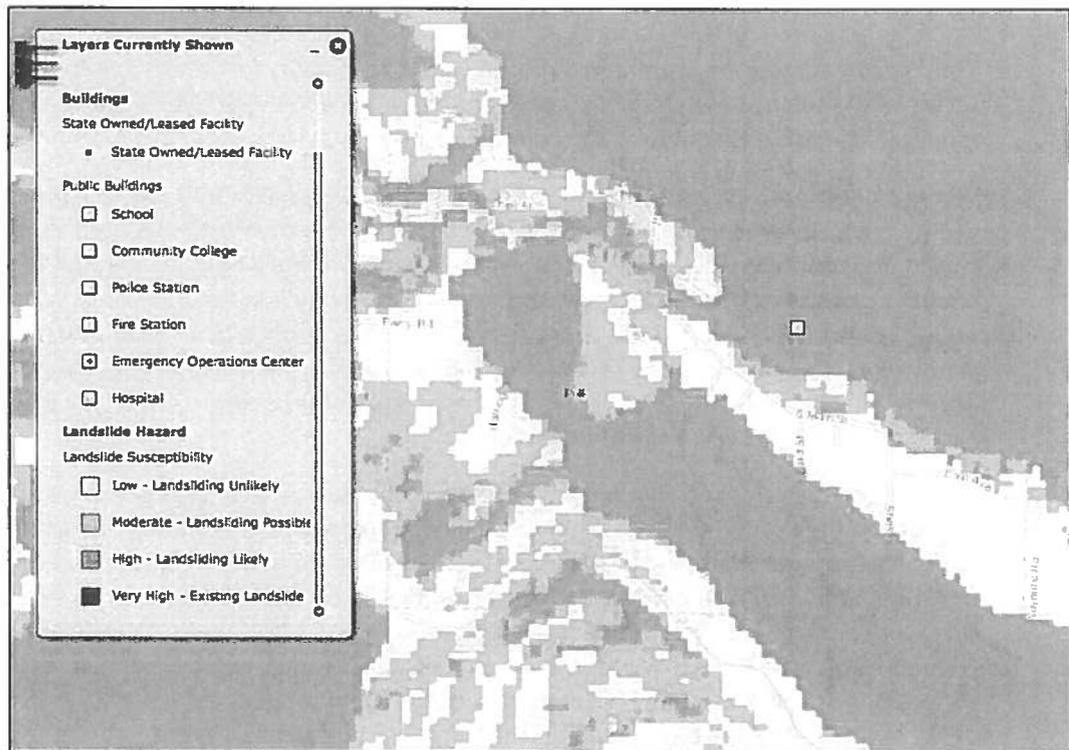
## Landslide

The steering committee determined that the city's probability for landslide is **high** (which is the same as the county's rating) and that their vulnerability to landslide is **moderate** (which is higher than the county's rating).

Falls City is underlain by igneous and sedimentary rock. Igneous bedrocks (volcanic) origin is found primarily in the higher and steeper southwest portion of the city and along the Little Luckiamute River from the city's bridge upstream. Sedimentary rock is primarily siltstone with some sandstone and dip slightly toward the east. Sedimentary rock is less resistant to stream action than the igneous rock and when the sedimentary rock is eroded away the igneous rock is undermined causing large-scale block sliding.<sup>6</sup> Volume I, Section 2, *Risk Assessment*, adequately describes the causes and characteristics of landslides, and appropriately identifies previous landslide occurrences within the region.

Landslide susceptibility exposure for Falls City is shown in Figure FCA-5 and Map FCA-4 (Attachment A). Approximately 59% of Falls City has High, and approximately 16% Moderate, landslide susceptibility exposure<sup>7</sup>.

**Figure FCA-5 Landslide Susceptibility Exposure**



Source: [Oregon HazVu: Statewide Geohazards Viewer \(DOGAMI\)](#)

<sup>6</sup> Falls City Comprehensive Plan (2013)

<sup>7</sup> DOGAMI Open-File Report, O-16-02, Landslide Susceptibility Overview Map of Oregon (2016)

Potential landslide-related impacts are adequately described within the county's plan, and include infrastructural damages, economic impacts (due to isolation and/or arterial road closures), property damages, and obstruction to evacuation routes. Rain-induced landslides and debris flows can potentially occur during any winter in Polk County, and highway and other major roads beyond city limits are susceptible to obstruction as well.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan approximately 419 residential structures (value \$40.6M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$866K), three bridges (value \$2.2M), and two utility facilities (value \$8.4M) were located in moderate risk areas. There are 206 residential structures (value \$20M), one educational facility (value \$1M), and three community facilities (values unknown) located within high landslide risk areas.<sup>8</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

## Volcano

The steering committee determined that the city's probability for volcanic event is **low** (which is the same as the county's rating) and that their vulnerability to volcanic event is **moderate** (which is the same as the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes Falls City's risk to volcanic events. Generally, an event that affects the county is likely to affect Falls City as well. The causes and characteristics of a volcanic event are appropriately described within the county's plan, as well as the location and extent of potential hazards. Previous occurrences are well-documented within the county's plan, and the community impacts described by the county would generally be the same for Falls City as well. Falls City is very unlikely to experience anything more than volcanic ash during a volcanic event. When Mt. Saint Helens erupted in 1980, the city was not impacted.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan approximately 395 residential structures (value \$47M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$866K), three bridges (value \$2.2M), and two utilities (value \$8.4M) which would be impacted by a volcanic ash event.<sup>9</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

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<sup>8</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

<sup>9</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

## Wildfire

The steering committee determined that the city's probability for wildfire is **high** (which is higher than the county's rating) and that their vulnerability to wildfire is **high** (which is higher than the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the causes and characteristics of wildfires, as well as the county and city's history of wildfire events. There are no known large wildfire events in Falls City. The location and extent of a wildfire vary depending on fuel, topography, and weather conditions. Weather and urbanization conditions are primarily at cause for the hazard level.

The potential community impacts and vulnerabilities described in the county's plan are generally accurate for the city as well. Polk County developed a Community Wildfire Protection Plan (CWPP) in 2009, which mapped wildland urban interface areas and developed actions to mitigate wildfire risk (see Attachment A, Map FCA-5). The city is a participant in the CWPP and will update the city's wildfire risk assessment if the CWPP presents better data during future updates.

Forestland surrounds much of Falls City, particularly to the west. The city also includes a forestry zoning designation within the city.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan Falls City has critical facilities and infrastructure located within areas of moderate, high, very high and extreme risk.<sup>10</sup>

Moderate risk areas contain 439 residential structures (value \$42.5M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$886K), three bridges (value \$2.2M), and one utility facility (value \$2.2M).

High risk areas contain 415 residential structures (value \$40.2M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$866K), three bridges (value \$2.2M), and one utility facility (value \$2.2M).

Very high risk areas contain 250 residential structures (value \$24.2M), one educational facility (value \$983K), four community facilities (values unknown), and one utility facility (value \$6.2M).

Extreme risk areas contain 23 residential structures (value \$2.2M) and one utility facility (value \$6.2M).

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

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<sup>10</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

56

## Windstorm

The steering committee determined that the city's probability for windstorm is **high** (which is the same as the county's rating) and that their vulnerability to windstorm is **moderate** (which is lower than the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the causes and characteristics of windstorms, as well as the location and extent of windstorm hazards. The region's (and city's) history of events is adequately described within the county's plan as well. Because windstorms typically occur during winter months, they are sometimes accompanied by ice, freezing rain, flooding, and very rarely, snow.

### History:

About once or twice per year the city will experience a windstorm event that will interrupt services, experience downed trees, and cause power outages. Since the previous plan the following incident has occurred:

- 01/17/2012-01/21/2012 DR-4055: High winds, heavy rains and flooding inundated Falls City, Oregon with record amounts of rainfall and damaged local streets.

Polk County's plan adequately describes the impacts caused by windstorms, including power outages, downed trees, heavy precipitation, building damages, and storm-related debris. Additionally, transportation and economic disruptions result as well.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan all areas within Falls City are at risk from a windstorm event. Including, approximately 395 residential structures (value \$47M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$886K), three bridges (value \$2.2M), and two utilities (value \$8.4M) are impacted by windstorms.<sup>11</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

## Winter Storm (Snow/ Ice)

The steering committee determined that the city's probability for winter storm is **high** (which is the same as the county's rating) and that their vulnerability to winter storm is **low** (which is lower than the county's rating).

Volume I, Section 2, *Risk Assessment*, adequately describes the causes and characteristics of winter storms, as well as the location and extent of winter storm hazards. The region's (and city's) history of events is adequately described within the county's plan as well. Severe winter storms can consist of rain, freezing rain, ice, snow, cold temperatures, and wind.

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<sup>11</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

57

They originate from troughs of low pressure offshore that ride along the jet stream during fall, winter, and early spring months. Severe winter storms affecting the city typically originate in the Gulf of Alaska or in the central Pacific Ocean. These storms are most common from November through March.

Major winter storms can and have occurred in the Falls City area, and while they typically do not cause significant damage, they are frequent and have the potential to impact economic activity. Road closures on major roads due to winter weather are an uncommon occurrence, but can interrupt commuter and large truck traffic.

A comprehensive risk and vulnerability assessment is not available at this time. As of the publication of this NHMP FEMA is providing an opportunity for the county and city to participate in a Risk Mapping, Assessment, and Planning (Risk MAP) process that would generate additional data on risks and vulnerabilities. According to the previous version of this plan all areas within Falls City are at risk from a winter storm event. Including, approximately 395 residential structures (value \$47M), three government facilities (value \$1.2M), one emergency response facility (value \$1.2M), two educational facilities (value \$1.7M), ten community facilities (value \$886K), three bridges (value \$2.2M), and two utilities (value \$8.4M) are impacted by winter storms.<sup>12</sup>

*Please review the Risk Assessment (Volume I, Section 2) for additional information on this hazard.*

## Summary

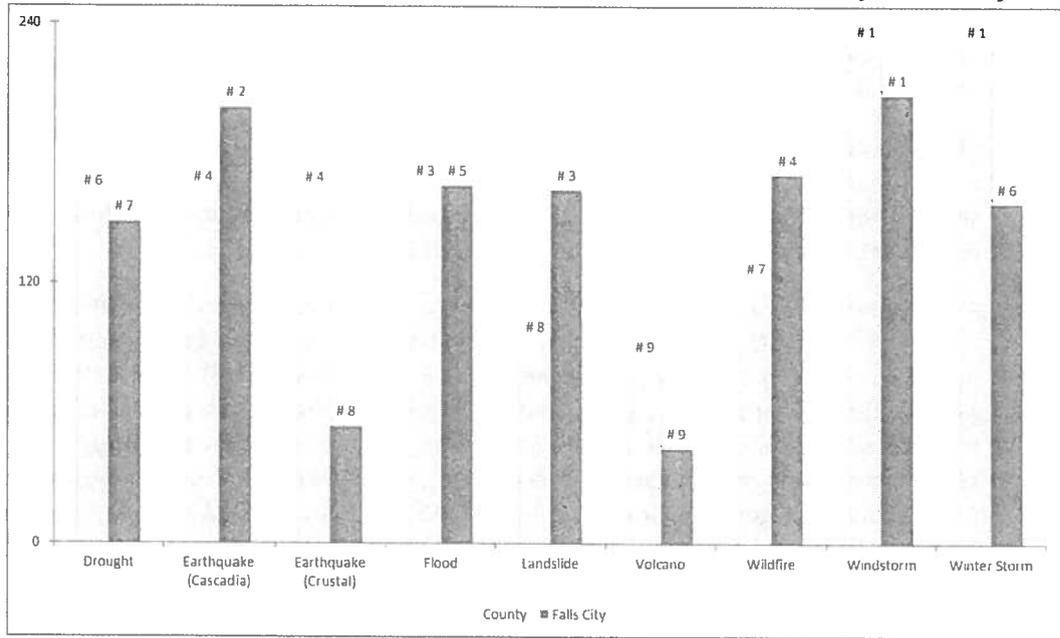
Figure FCA-6 presents a summary of the hazard analysis for the City of Falls City and compares the results to the assessment completed by Polk County.

The city rated their threat to the Cascadia Subduction Zone earthquake, landslide, and wildfire hazards higher than the county. The top four hazards for the city are windstorm, Cascadia Subduction Zone earthquake, wildfire, and flood.

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<sup>12</sup> URS, 2009 Polk County Natural Hazards Mitigation Plan; values are in 2009 dollars.

**Figure FCA-6 Overall Hazard Analysis Comparison –Polk County/ Falls City**

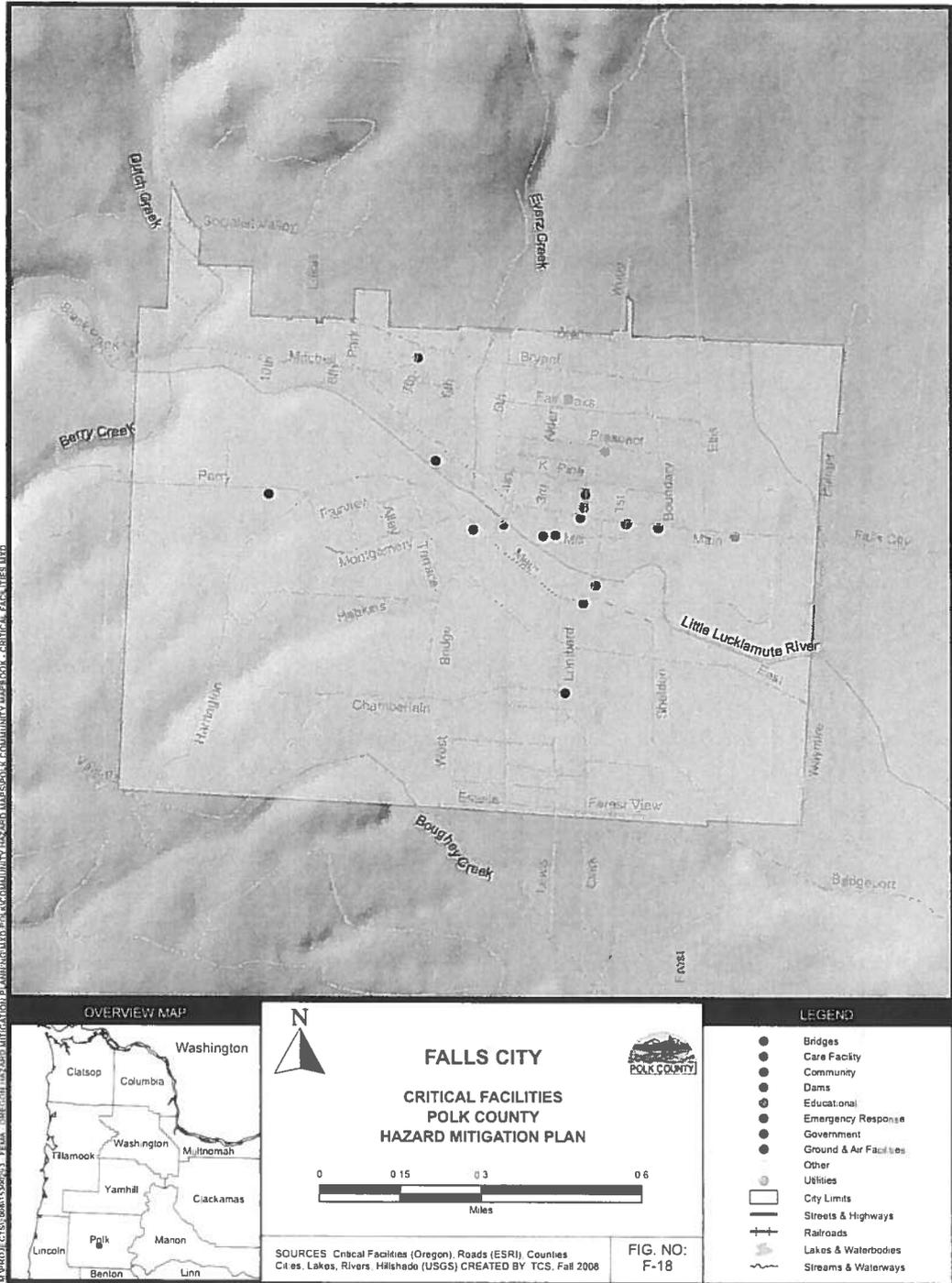


Source: City of Falls City NHMP Steering Committee and Polk County NHMP Steering Committee

59

# ATTACHMENT A - MAPS

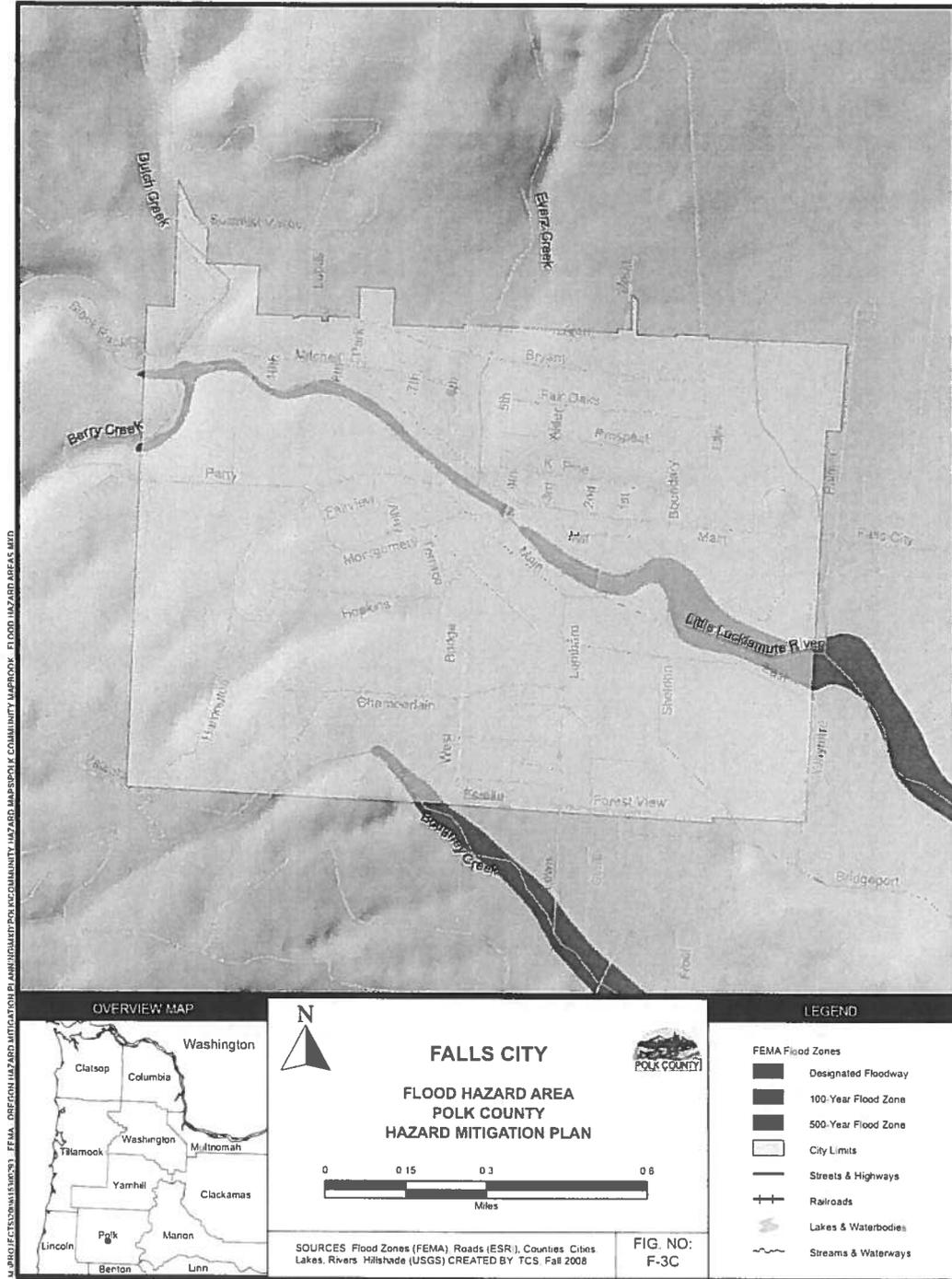
## Map FCA-I Critical Facilities - Falls City



Source: Polk County NHMP (2009).

60

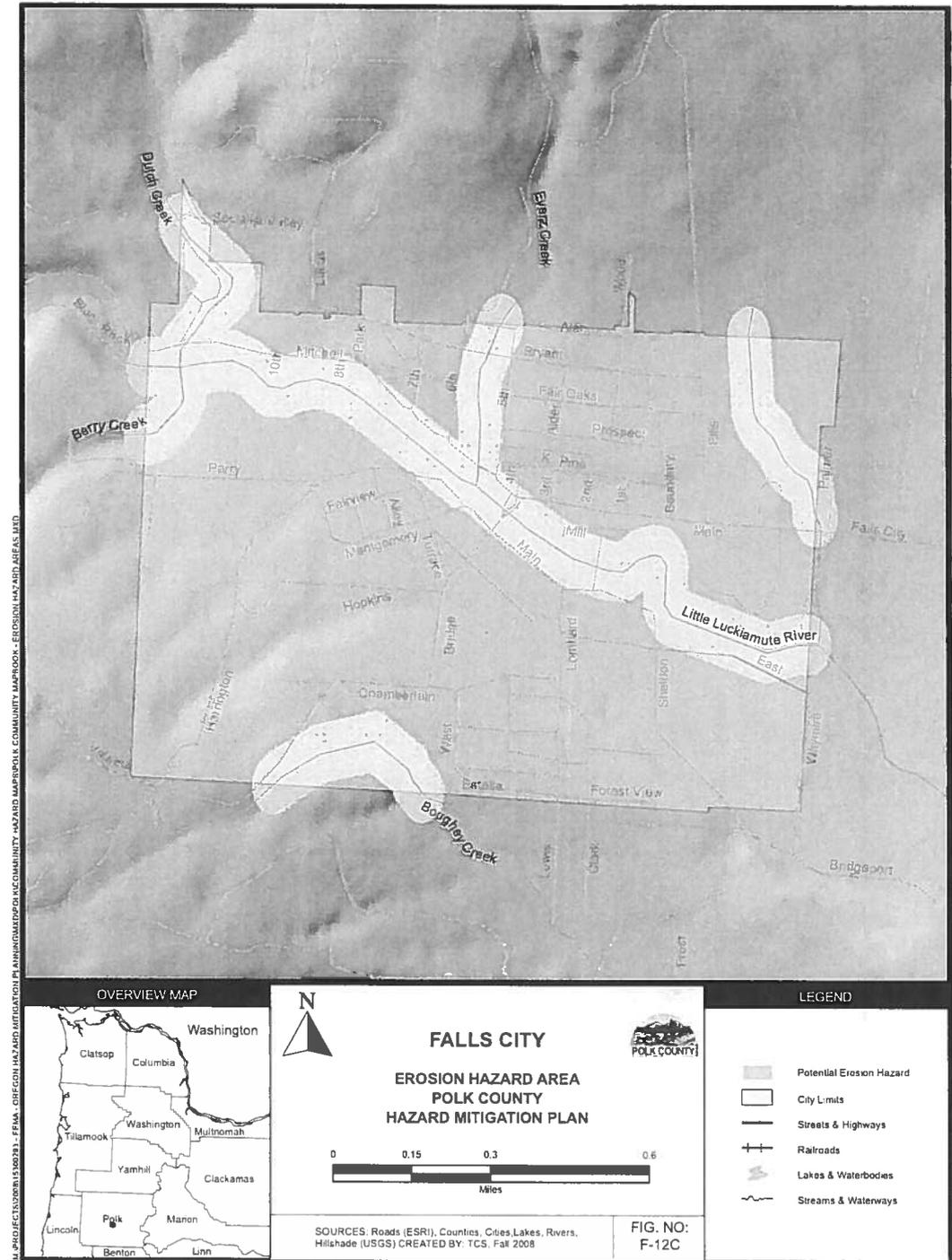
### Map FCA-2 Flood Hazard Area - Falls City



Source: Polk County NHMP (2009).

61

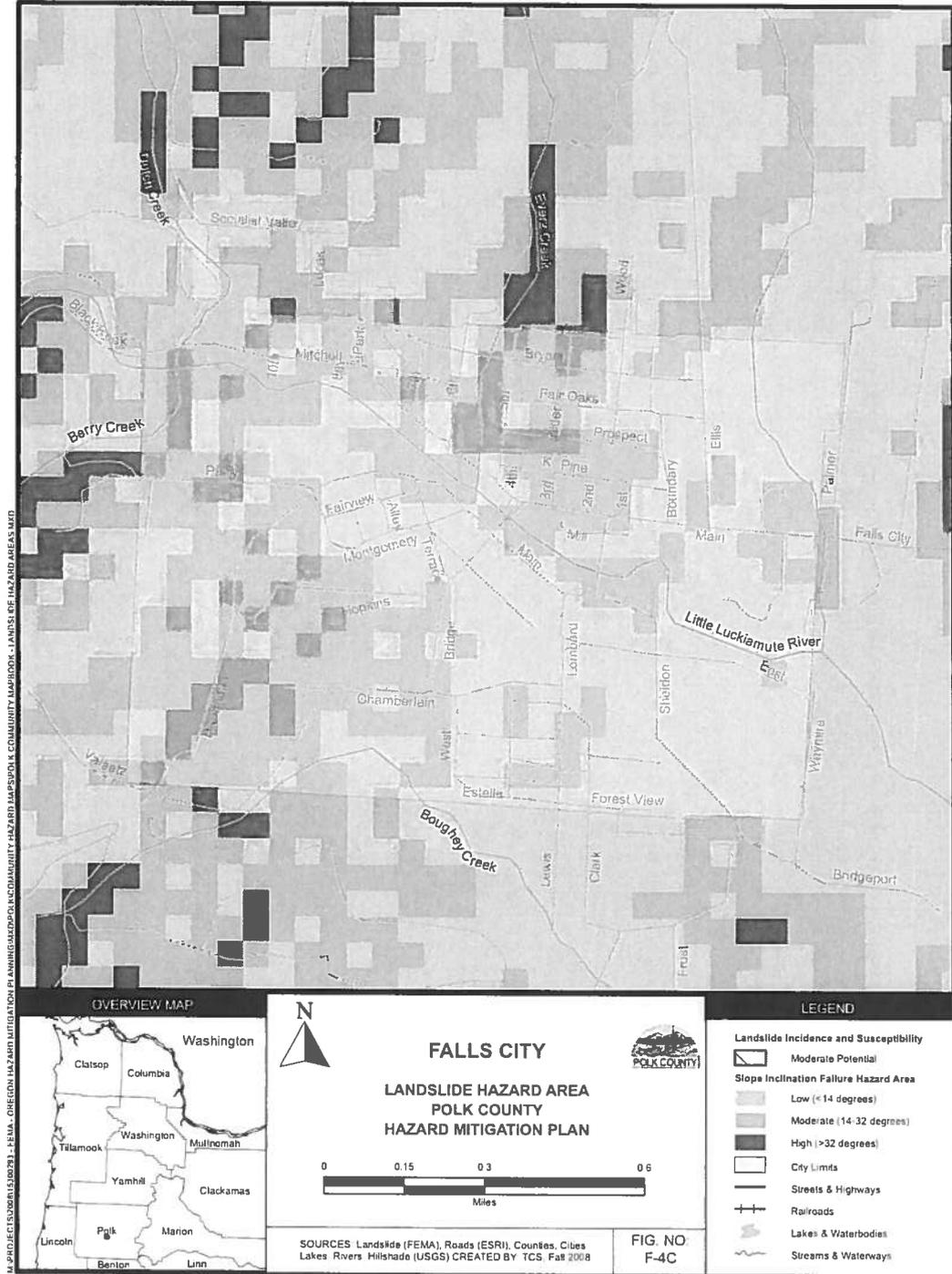
**Map FCA-3 Erosion Hazard Area - Falls City**



Source: Polk County NHMP (2009).

62

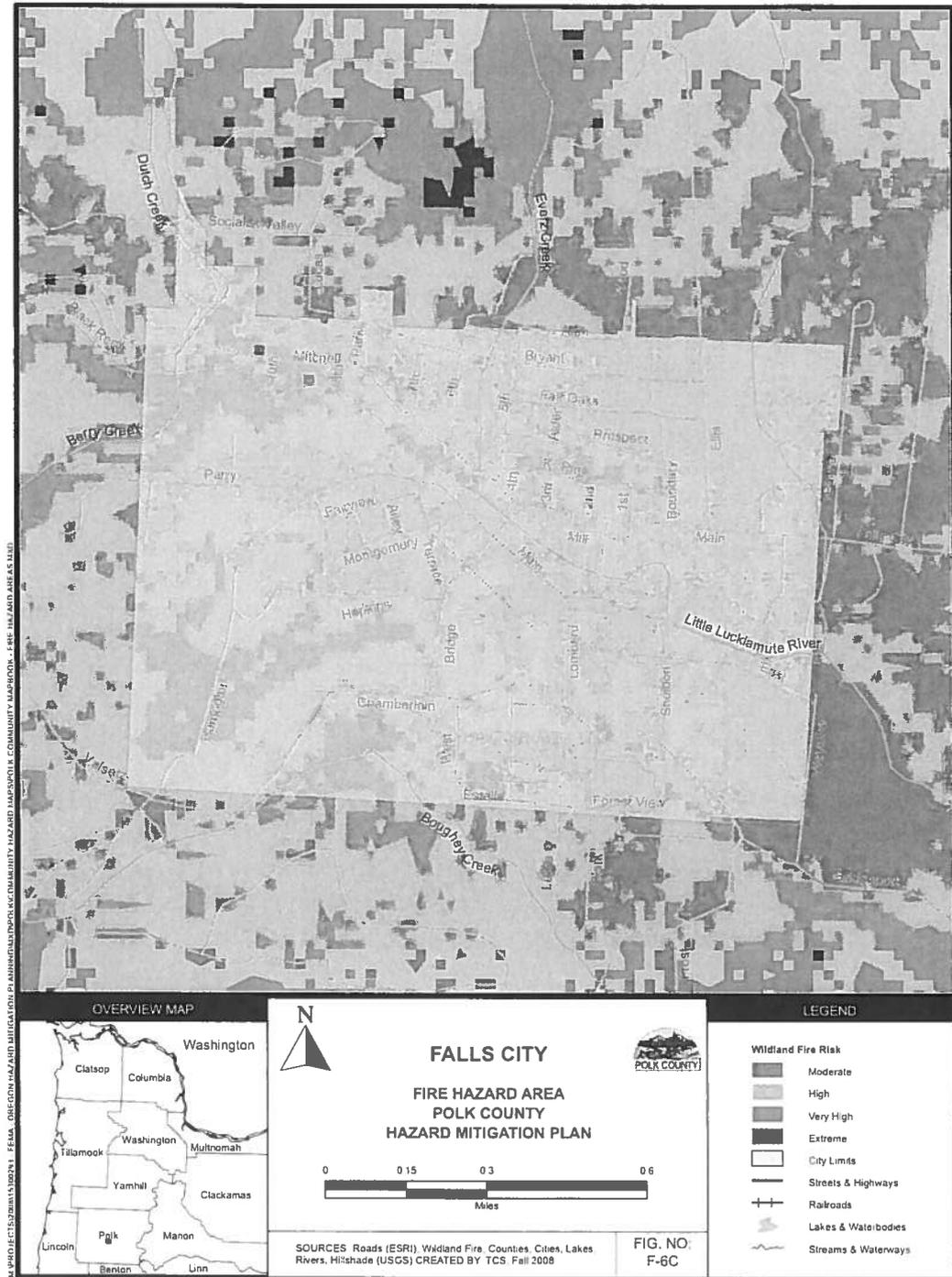
### Map FCA-4 Landslide Hazard Area - Falls City



Source: Polk County NHMP (2009).

63

**Map FCA-5 Wildfire Hazard Area – Falls City**



Source: Polk County NHMP (2009).

64

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65

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** DOMENICA PROTHEROE, THROUGH MAYOR TERRY UNGRICHT  
**SUBJECT:** Resolution 26-2017 A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS.  
**DATE:** 11/3/2017

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### **SUMMARY**

This resolution provides a policy and procedures for Utility Installment Payment Agreements and for waiving penalty fees. In 2014, the administrator wrote an internal policy. Best practice requires such policies to be adopted by the City Council.

Adoption of the proposed resolution will document policies procedures in preparation for staff transition.

### **BACKGROUND**

The Municipal Code authorizes an installment payment agreement for delinquent water accounts but does not provide staff with guidelines or procedures.

City Administrators/Managers have provided staff with uniform guidelines for waiving a utility penalty since 2011. Prior to this date, utility records indicate no uniform practice.

### **PREVIOUS COUNCIL ACTION**

None.

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Roughly 6-8% of month penalties charges are waived for account balances under \$21.00, for accounts with balances of penalties only, and for accounts with a Utility Installment Payment Agreement in good standing.

### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt resolution.

### **EXHIBIT**

Resolution 26-2017 A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS.

### **PROPOSED MOTION**

I move the City Council of the City of Falls City adopt Resolution 26-2017 - A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS.

66

RESOLUTION 26-2017

A RESOLUTION PROVIDING A UTILITY POLICY AND GUIDELINES FOR INSTALLMENT PAYMENT AGREEMENTS AND FOR PENALTY WAIVERS

FINDINGS:

1. The Municipal Code authorizes an installment payment agreement for delinquent water accounts:

*Municipal Code Chapter 51- Water, Section 11 BILLING AND PAYMENTS, Subsection (G) Installment payments of delinquent accounts. In cases of extreme hardship, the City Recorder/Administrator shall have the discretion of renewing service to a delinquent account upon receipt of a satisfactory installment payment agreement for the overdue amount, provided that new billings remain current.*

2. The Municipal Code Chapter 51-Water defines account delinquency:

*Municipal Code Chapter 51-Water, Section 11 BILLING AND PAYMENTS, Subsection (E) Payment of Bills. Each bill rendered shall contain the final date on which payment is due. If the bill is not paid by that date, the account shall be considered delinquent, unless other arrangements have been made with the Water Department, in writing, that specify another due date.*

3. A policy, approved by the Falls City City Council, is needed to provide administrative staff guidelines and rules for utility installment payment agreements and waiving utility penalties.

NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:

**Section 1:** The responsible person on an account scheduled for water service shut-off resulting from account delinquency may request an installment payment agreement to extend the due date prior to the date and time of the physical water shut-off as indicated on the notice for shut-off under the following conditions:

- a) Installment payment agreement are only available to the property owner or the tenant listed on the Utility Application form as approved by the property owner; and
- b) Past installment payment agreements for the account holder have been successfully completed in the prior six months; and
- c) The account holder is not restricted to cash or money order payments because of check payment(s) returned for non-sufficient funds; and
- d) The account holder is not scheduled to move from the property.

**SECTION 2:** City Clerk shall be authorized to offer two options for an installment payment agreement:

**Option 1:** The customer shall defer payment of the entire account balance to the last business day of the month; or

**Option 2:** The Customer shall pay one-third (1/3) of the entire account balance, or a greater amount, at the time the installment payment agreement is accepted and signed, and the remainder of the entire account divided into 2-4 monthly installment payments at the discretion of the City Clerk. Each

installment repayment amount is in addition to the monthly utility charge and shall be paid by the 15<sup>th</sup> day of each month.

**Exceptions:** Any repayment arrangement not in compliance with Option 1 or 2 requires City Manager or City Recorder approval and signature.

**SECTION 3:** Installment payment agreements shall:

- a) Be in writing and be signed by the applicant and the City Clerk, or City Recorder or City Manager; and
- b) Require the applicants name, account number, service address, mailing address, current phone number, delinquent account balance and indicate if the applicant is the owner or the tenant; and
- c) Indicate the amount of the down payment paid at the time the installment payment agreement is authorized and signed; and
- d) List the dollar amount and due date for each installment payment; and
- e) State: *"I hereby agree that my utility bill with the City of Falls City is due in the undisputed amount listed. I understand that the amount of the installment payment is in addition to my monthly bill. I will make the required payment on or before" either "the 15<sup>th</sup> day of each month" or "the last business date of this month."*

*" I understand that this installment payment agreement will not be reflected on my monthly utility bill statement and I will keep a signed copy for my records".*

*"Failure to abide by terms of this agreement will result in the following:*

1. *Cancellation of this Installment payment agreement.*
2. *A 72-hour posted notice that my utilities will be disconnected.*
3. *Requirement to pay all remaining utility balance, in full, prior to reconnect.*
4. *Pay a reconnection charge.*
5. *Ineligibility for future Installment payment agreement s with the City for a period of six (6) months."*

- f) The installment payment agreement due date may be extended up to five (5) business days by the City Clerk, or City Recorder, or City Manager.

**SECTION 4:** Every water utility account that is delinquent will receive a penalty fee on the 26<sup>th</sup> of each month, except:

- a) Those accounts with a water utility balance of less than \$21.00; or
- b) Those accounts where penalty charges make up the full account balance; and
- c) Where an active account installment payment agreement is in good standing.

**SECTION 5:** The City Clerk is authorized to apply an adjustment for the amount of the penalty for the accounts listed in Section 4. The City Manager or City Recorder is authorized to waive penalties not compliant with Section 4.

**SECTION 6:** Utility Payment Plans shall be retained in accordance with OAR 166-200-0200 City General Records Retention Schedule.

68

**SECTION 7.** This Resolution was duly PASSED and ADOPTED by the Falls City Council and takes effect upon signature of Mayor.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2017.

VOTE:            AYE \_\_\_\_\_            NAY \_\_\_\_\_            ABSTAIN \_\_\_\_\_            ABSENT \_\_\_\_\_

Approved:

\_\_\_\_\_

Date

\_\_\_\_\_

Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_

Date

\_\_\_\_\_

Terry Ungricht, City Manager

69

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**AGENDA REPORT**

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**TO:** CITY COUNCIL  
**FROM:** MANAGER TERRY UNGRICHT  
**SUBJECT:** Resolution 28-2017 **A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND REPEALING PRIOR RESOLUTIONS**  
**DATE:** 12/02/2017

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**SUMMARY**

This resolution provides a policy the use of the Falls City Community Center.

**BACKGROUND**

The Council appointed Councilor Flynn and Drill to update the Community Center Policies. Staff took the recommended changes in Community Center usage policy and adapted to take into consideration staff time and possible risk to the City.

The major change was taking out the use of alcohol. Staff thought this was best because the City does not have a policy in place to license a group that alleviates the possibility of placing the City in legal jeopardy. If the Council feels strongly that they would like this addition staff would have to work with OLCC regulations, the City Attorney, and CIS Insurance to adopt a policy limiting the risk to the City. I will say in the over three years that I have acted as Manager I have not had a request to serve alcohol at a function.

**PREVIOUS COUNCIL ACTION**

Adopted Resolution 2012-1

**ALTERNATIVES/FINANCIAL IMPLICATIONS**

None

**STAFF RECOMMENDATION**

Staff recommends the City Council adopt resolution.

**EXHIBIT**

Resolution 28-2017, **A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND REPEALING PRIOR RESOLUTIONS**

**PROPOSED MOTION**

I move the City Council of the City of Falls City adopt Resolution 28-2017 - **A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND REPEALING PRIOR RESOLUTIONS**

70

**RESOLUTION 28-2017**

**A POLICY RESOLUTION REGULATING THE USE OF THE FALLS CITY COMMUNITY CENTER, AND  
REPEALING PRIOR RESOLUTIONS**

**Findings:**

1. The City owns the Community Center and desires to continue to make it available for use by the Community.
2. Community Center Use Policy needs to be update to account of limited staffing.
3. The City Council finds that it is in the public interest to proceed in the adoption of policies that regulate the use and rental of the Community Center.

**NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:**

**Section 1.** The Community Center Use Policy, which is attached hereto and incorporated herein by this reference is hereby approved and establishes the policies for the rental of the Falls City Community Center.

**Section 2.** The Falls City Community Center and all equipment, furnishings, and other personal property kept at the Falls City Community Center will be operated, maintained, used and rented for use in accordance with Use Policy adopted by this Resolution.

**Section 3.** Resolution 2012-01 is repealed on the effective date of this resolution.

**Section 4.** This Resolution was duly PASSED and ADOPTED by the Falls City Council this Fourteenth 14) day of December 2017, and takes effect upon signing by the Mayor.

ADOPTED BY THE FALLS CITY COUNCIL ON THIS 14th DAY OF DECEMBER, 2017.

VOTE:            AYE\_\_\_\_            NAY\_\_\_\_            ABSTAIN\_\_\_\_            ABSENT\_\_\_\_

Approved:

\_\_\_\_\_  
Jeremy Gordon, Mayor

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Terry Ungricht, City Manager

\_\_\_\_\_  
Date

71

## CITY OF FALLS CITY COMMUNITY CENTER USE POLICY

### 1) PURPOSE OF POLICY

This policy establishes the rules and regulations for the use of the Falls City Community Center (hereafter referred to as 'The Center').

### 2) INTRODUCTION

The Center is operated by the City of Falls City (hereafter referred to as 'The City' or 'City') under the policies and guidelines established by the City of Falls City City Council (hereafter referred to as 'The Council').

This policy promotes the active use of The Center while establishing priorities for use and sets reasonable rules and regulations for use of the facility. The Council recognizes the desirability of having The Center used as much as possible by residents and community groups.

The Center shall be available for use in accordance with these policies.

**All organizations, groups or individuals that submit a rental application for The Center shall be required to sign an acknowledgement that they have read and agree to comply with this Policy.**

### 3) PRIORITIES FOR USE OF THE CENTER

Listed below are the classifications for groups who may wish to use The Center, ranked in descending order by scheduling priority. The City of Falls City is an equal opportunity provider.

- A. **City Government Activities.** The City of Falls City shall use the facility free of charge and have overriding authority to use The Center without previously scheduling the use even if The Center is already reserved.
- B. **Public agencies, civic groups, non-profit organizations and resident organized groups serving the community.** Non-Profit organizations providing identification showing they are exempt from income tax under Section 501(c) of the Federal Internal Revenue Code and who provide services to the community. City resident groups where the meeting is open to the general public and free of charge.
- C. **City of Falls City based commercial and business organizations and residents.**
- D. **Individuals, groups, and organizations, commercial and business organizations, and individuals that are not based in the City.**

### 4) SCHEDULING PROCEDURE

- A. A City Community Center Rental Application is required for all non-City Government activities. The rental fee and deposit are required at the time the Community Center Rental Agreement is submitted to City Hall.
- B. The Kitchen and Community Center Room are rented separately.
- C. The sound system and power point projector are not included in the rental agreement.
- D. Meetings and activities shall be confined to the areas reserved.
- E. The rental of The Center shall be on a first come-first served basis and is conditional upon the priority listing outlined in Section 3 of this Policy.
- F. Applicants may reserve The Center up to 12 months in advance.

72

## CITY OF FALLS CITY COMMUNITY CENTER USE POLICY

### 5) RENTAL FEES, DEPOSITS, DISCOUNTS, AND WAIVERS

- A. Deposit and rental fees shall be established from time to time by City Council Resolution.
- B. Organizations and groups listed in Section 3.B may apply to the City Manager or City Recorder for a rental fee waiver. In considering whether to grant a full or partial rental fee waiver, the City Manager or City Recorder shall consider the following factors: 1) the impact of the proposed use on City staff and City resources; 2) the history of the organization's use of the Center; 3) whether the proposed use is for the benefit of the larger community; and 4) the organization's ability to pay. It is the organization's responsibility to provide information to the City sufficient to support a partial or full fee waiver. The decision to grant or deny the partial or full waiver of fees shall be final.
- C. All individual, organization or user group using The Center shall be required to submit a Cleaning/Damage Deposit
- D. The deposit cannot be waived by The City.
- E. At any time during the period of scheduled uses, if the amount on deposit is reduced by cleaning or repair fees, the individual, organization or user group shall be required to pay an additional amount to maintain the deposit at the deposit rate set by City Council Resolution, before they are allowed further use of the facility.
- F. Deposits shall be refunded if single use events are canceled.
- G. Rental fee shall be reimbursed with a 15 day notice of cancelation.
- H. Deposits shall be reimbursed, less cleaning fees and or cost of damage.

### 6) RETURNED CHECKS

- A. Any reservation or scheduled event associated with the returned check shall be cancelled.
- B. An individual, organization or user group may submit a new rental application with payment in the form of cash or money order.

### 7) SUPERVISION, DAMAGE, AND LIABILITY

- A. Any damage to facilities, furniture, or equipment must be reported immediately to City Hall.
- B. Every group using the facility must be under competent adult leadership and supervision.
- C. The signatory individual, organization or group shall assume full responsibility for the groups' conduct and shall be responsible for any damage to the facility, furniture, or equipment.
- D. Any cost for damage repair or cleaning beyond the amount of the deposit and not covered by a policy of insurance shall be recoverable from the person representing the individual, organization or group and who signed the Community Center rental application form.
- E. Any individual, organization or group using The Center shall defend, indemnify and hold the City, its officers, agents and employees, harmless from and against all claims, liabilities, demands, damages or actions, of whatever form or nature, including death, bodily injury and property damage, as well as attorney fees incurred in defense thereof, arising from or in any way relating to the rental or use of The Center, and any chairs and/or tables of The Center rented for off-site use, by the responsible individual, organization or user group.

### 8) ROOM REGULATIONS

73

## CITY OF FALLS CITY COMMUNITY CENTER USE POLICY

- A. Unless other arrangements are made with City Hall in advance, hours of operation are 8:00 a.m.–12:00 a.m. Monday through Sunday
- B. Use shall be confined to the areas reserved for their use.
- C. Disorderly conduct is prohibited.
- D. Except for service animals, animals are prohibited in The Center. All animals are prohibited in the kitchen area.
- E. Rooms and areas must be cleaned and left in an orderly condition after each use.
- F. Smoking is prohibited in The Center or within ten feet of any door or window of The Center.
- G. Gambling is prohibited.
- H. Fundraising is prohibited unless The City has approved the activity. See requirements in Section 10.
- I. Alcohol is prohibited.

### 9) USE OF THE KITCHEN AREA

- A. The rental of the kitchen is not included in the rental of The Community Center Room.
- B. Rental of the kitchen requires approval and an additional fee.
- C. The Kitchen can only be accessed or used when rented.
- D. The Kitchen, including all appliances, linens, equipment, and utensils, shall be cleaned and left in an orderly fashion.
- E. The Kitchen is a warming kitchen and is not licensed for food preparation.
  - 1. Warming of food cooked in another facility that does not produce much external grease or heat is allowed.

### 10) FUND RAISING ACTIVITIES

- A. Bingo, lotteries and raffles may be conducted, with approval of The City, by public agencies and non-profit organizations subject to compliance with state law. The City may defer the decision to The Council.
- B. With approval of The City, fundraising activities, including charging admission, advanced sales, selling articles, etc. may be conducted by public agencies and non-profit organizations subject to compliance with state law.
- C. Any approved fund raising activity must be in keeping with the atmosphere and decor of The Center and must comply with all applicable laws governing the activity.

### 11) ROOM SETUP AND DECORATION

- A. Room setup and take down must be done on the day of the event, unless other arrangements are made with City Hall.
- B. Decoration of the room shall be arranged so as not to inconvenience any other groups or cause damage to the facility.

74

## CITY OF FALLS CITY COMMUNITY CENTER USE POLICY

- C. The following decorations are prohibited: Tape, tacks, glitter, confetti, birdseed, rice, open flame candles, ceiling decorations, fresh or silk flower petals, smoke machine or bubble machine, or any other items that may cause damage to The Center.
- D. The only candles that are permitted are electric or electronic (battery operated).
- E. Storage of equipment or supplies in The Center is not permitted. The City shall not assume liability for, or be held liable for, any loss or damage of items left at The Center.

### 12) VIOLATION OF RULES

- A. Any person(s) or reservation groups in violation of any applicable Oregon Law, or any City of Falls City Ordinance or regulation, Community Center Policy, or rental agreement shall be subject to ejection from The Center, and to any and all available city and criminal remedies.
- B. Violations may result in the denial of future use of The Center. Denial of use does not exempt violators from possible prosecution under applicable City ordinances, State or Federal laws or from liability for any damage to The Center.

### 13) CANCELLATIONS

- A. The City reserves the right to cancel any activities or events in the case of natural disaster, Act of God, etc.
- B. Reservation fee and deposit shall be refundable where the City cancels a scheduled event.
- C. The City reserves the right to cancel any reservation if the rental agreement is not signed, alcohol permits are not issued, required fees and deposits are not paid, and if applicable proof of OLCC licensing and Certificate of Insurance is not provided to City Hall, all within seven business days of the scheduled event.

### 14) CHAIRS AND TABLES RENTALS

- A. The rental of the Dining/Community Room includes the rent of chairs and tables.
- B. The City also rents chairs and tables for private/public events held at a location other than The Center.
- C. The rental of chairs and tables shall apply for each 24 hour period beginning at midnight (12:00am) on the day they are to be taken from The Center and ending at midnight (12:00am).

**15) INCLUSION.** This document is part of the agreement to reserve or rent any portion of The Center.

**16) SEVERABILITY.** Should any portion of this document or the agreement it is attached to be found to be unenforceable due to current or future City ordinance, State laws or Federal laws, that portion shall no longer be considered part of the agreement but shall not affect any other line, section, paragraph or condition of this agreement.

75

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MANAGER TERRY UNGRICHT  
**SUBJECT:** Resolution 29-2017 A Resolution Adopting the Public Works Cooperative Agreement  
**DATE:** 12/02/2017

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### SUMMARY

This resolution adopts the Oregon Department of Transportation Public works Emergency Response Cooperative Assistance Agreement.

### BACKGROUND

The State of Oregon DOT offers a Public works Emergency Response Cooperative Assistance Agreement that would be beneficial for the city of Falls City to be a part of. The agreement and steps to notify for assistance in an emergency are contained in the attachments to the resolution.

There will allow another resource in our emergency preparedness procedures. We were listed as a responder/requestor on the ODOT site, but I could not find evidence of past adoption of the agreement. Adoption of this Resolution will allow for staff to request assistance if ever needed in an emergency situation.

### PREVIOUS COUNCIL ACTION

None.

### ALTERNATIVES/FINANCIAL IMPLICATIONS

We would not be listed as participants for requesting help or offering resources in an emergency situation.

### STAFF RECOMMENDATION

Staff recommends the City Council adopt resolution.

### EXHIBIT

Resolution 29-2017, the agreement, and the procedures for requesting help under the agreement.

### PROPOSED MOTION

I move the City Council of the City of Falls City adopt Resolution 29-2017 - **A Resolution Adopting the Oregon Public Works Emergency Response Cooperative Assistance Agreement**

76

Resolution 29-2017

**A Resolution Adopting the Oregon Public Works Emergency Response Cooperative Assistance Agreement**

**Whereas**, the State of Oregon Department of Transportation offers an agreement between Oregon Governing entities to enter into an emergency cooperative agreement, and

**Whereas**, the City of Falls City owns and maintains a Public Works Department that performs duties in wastewater, water, and streets, and

**Whereas**, It is beneficial for the good of the State of Oregon governing units to offer resources and help to each other in an emergency situation, and

**Whereas**, the City of Falls City has participated in the cooperative agreement in the past and the agreement is beneficial to Falls City residents and neighbors,

**NOW THEREFORE, THE CITY OF FALLS CITY RESOLVES AS FOLLOWS:**

**Section 1:** The City of Falls City adopts *Oregon Public Works Emergency Response Cooperative Assistance Agreement* ; and

**Section 2:** The City of Falls City will submit the attached agreement to the Oregon State Department of Transportation to offer and receive emergency assistance; and

**Section 3:** The City of Falls City grants authority to the Mayor to sign the agreement; and

**Section 4:** This Resolution was duly passed and adopted by the Falls City Council and takes effect upon signature of the Mayor.

Adopted this 14th day of December, 2017

Vote: AYE \_\_\_\_\_ NAY \_\_\_\_\_ ABSTAIN \_\_\_\_\_ ABSENT \_\_\_\_\_

Approved:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jeremy Gordon, Mayor

Attest:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Terry Ungricht, City Manager

77

OREGON PUBLIC WORKS EMERGENCY RESPONSE  
COOPERATIVE ASSISTANCE AGREEMENT

THIS AGREEMENT is between the government agencies (local, county, or state) that have executed the Agreement, as indicated by the signatures at the end of this document.

WITNESSETH:

WHEREAS, parties to this agreement are responsible for the construction and maintenance of public facilities such as street, road, highway, sewer, water, and related systems during routine and emergency conditions; and

WHEREAS, each of the parties owns and maintains equipment, and employs personnel who are trained to provide service in the construction and maintenance of street, road, highway, sewer, water, and related systems and other support;

WHEREAS, in the event of a major emergency or disaster as defined in ORS 40 1.025 (5), the parties who have executed this Agreement may need assistance to provide supplemental personnel, equipment, or other support; and

WHEREAS, the parties have the necessary personnel and equipment to provide such services in the event of an emergency; and

WHEREAS, it is necessary and desirable that this Agreement be executed for the exchange of mutual assistance, with the intent to supplement not supplant agency personnel;

WHEREAS, an Agreement would help provide documentation needed to seek the maximum reimbursement possible from appropriate federal agencies during emergencies;

WHEREAS, ORS Chapter 402.010 provides for Cooperative Assistance Agreement among public and private agencies for reciprocal emergency aid and resources; and

WHEREAS, ORS Chapter 190 provides for intergovernmental agreements and the apportionment among the parties of the responsibility for providing funds to pay for expenses incurred in the performance of the agreed upon functions or activities;

NOW THEREFORE, the parties agree as follows:

78

## 1. Request

If confronted with an emergency situation requiring personnel, equipment or material not available to it, the requesting party (Requestor) may request assistance from any of the other parties who have executed this Agreement.

## 2. Response

Upon receipt of such request, the party receiving the request (Responder) shall immediately take the following action:

- A. Determine whether it has the personnel, equipment, or material available to respond to the request.
- B. Determine what available personnel and equipment should be dispatched and/or what material should be supplied.
- C. Dispatch available and appropriate personnel and equipment to the location designated by the Requestor.
- D. Provide appropriate access to the available material.
- E. Advise the Requestor immediately in the event all or some of the requested personnel, equipment, or material is not available.

NOTE: It is understood that the integrity of dedicated funds needs to be protected. Therefore, agencies funded with road funds are limited to providing services for road activities, sewer funds are limited to providing services for sewer activities and so on.

## 3. Incident Commander

The Incident Commander of the emergency shall be designated by the Requestor, and shall be in overall command of the operations under whom the personnel and equipment of the Responder shall serve. The personnel and equipment of the Responder shall be under the immediate control of a supervisor of the Responder. If the Incident Commander specifically requests a supervisor of the Responder to assume command, the Incident Commander shall not, by relinquishing command, relieve the Requestor of responsibility for the incident.

79

#### 4. Documentation

Documentation of hours worked, and equipment or materials used or provided will be maintained on a shift by shift basis by the Responder, and provided to the Requestor as needed.

#### 5. Release of Personnel and Equipment

All personnel, equipment, and unused material provided under this Agreement shall be returned to the Responder upon release by the Requestor, or on demand by the Responder.

#### 6. Compensation

It is hereby understood that the Responder will be reimbursed (e.g. labor, equipment, materials and other related expenses as applicable, including loss or damage to equipment) at its adopted usual and customary rates. Compensation may include:

- A. Compensation for workers at the Responder's current pay structure, including call back, overtime, and benefits.
- B. Compensation for equipment at Responder's established rental rate.
- C. Compensation for materials, at Responder's cost. Materials may be replaced at Requestor's discretion in lieu of cash payment upon approval by the Responder for such replacement.
- D. Without prejudice to a Responder's right to indemnification under Section 7.A. herein, compensation for damages to equipment occurring during the emergency incident shall be paid by the Requestor, subject to the following limitations:
  - 1) Maximum liability shall not **exceed** the cost of repair or cost of replacement, whichever is less.
  - 2) No compensation will be paid for equipment damage or loss attributable to natural disasters or acts of God not related to the emergency incident.
  - 3) To the extent of any payment under this section, Requestor will have the right of subrogation for all claims against parties other than parties to this agreement who may be responsible in whole or in part for damage to the equipment.

80

- 4) Requestor shall not be liable for damage caused by the neglect of the Responder's operators.

Within 30 days after presentation of bills by Responder entitled to compensation under this section, Requestor will either pay or make mutually acceptable arrangements for payment.

#### 7. Indemnification

This provision applies to all parties only when a Requestor requests and a Responder provides personnel, equipment, or material under the terms of this Agreement. A Responder's act of withdrawing personnel, equipment, or material provided is not considered a party's activity under this Agreement for purposes of this provision.

To the extent permitted by Article XI of the Oregon Constitution and by the Oregon Tort Claims Act, each party shall indemnify, within the limits of the Tort Claims Act, the other parties against liability for damage to life or property arising from the indemnifying party's own activities under this Agreement, provided that a party will not be required to indemnify another party for any such liability arising out of the wrongful acts of employees or agents of that other party.

#### 8. Workers Compensation Withholdings and Employer Liability

Each party shall remain fully responsible as employer for all taxes, assessments, fees, premiums, wages, withholdings, workers compensation and other direct and indirect compensation, benefits, and related obligations with respect to its own employees. Likewise, each party shall insure, self-insure, or both, its own employees as required by Oregon Revised Statutes.

#### 9. Pre-Incident Plans

The parties may develop pre-incident plans for the type and locations of problem areas where emergency assistance may be needed, the types of personnel and equipment to be dispatched, and the training to be conducted to ensure efficient operations. Such plans shall take into consideration the proper protection by the Responder of its own geographical area.

#### 10. The Agreement

- A. It is understood that all parties may not execute this Agreement at the same time. It is the intention of the parties that any governmental entity in the State of Oregon may enter into this Agreement and that all parties who execute this Agreement will be

81

considered to be equal parties to the Agreement. The individual parties to this Agreement may be "Requestor" or "Responder's" as referred to in Section 1. and 2. above, to all others who have entered this Agreement.

- B. The Oregon Department of Transportation (ODOT) Maintenance and Operations Branch shall maintain the master copy of this Agreement, including a list of all those governmental entities that have executed this Cooperative Assistance Agreement. ODOT will make the list of participants available to any entity that has signed the Agreement. Whenever an entity executes the agreement, ODOT shall notify all others who have executed the Agreement of the new participant. Except as specifically provided in this paragraph, ODOT has no obligations to give notice nor does it have any other or additional obligations than any other party.
- C. This Agreement shall be effective upon approval by two or more parties and shall remain in effect as to a specific party for five years after the date that party executes this Agreement unless sooner terminated as provided in this paragraph. Any party may terminate its participation in this Agreement prior to expiration as follows:
  - 1) Written notice of intent to terminate this Agreement must be given to all other parties on the master list of parties at least 30 days prior to termination date. This notice shall automatically terminate the Agreement as to the terminating party on the date set out in the notice unless rescinded by that party in writing prior to that date.
  - 2) Termination will not affect a party's obligations for payment arising prior to the termination of this Agreement.

#### 11. Non-exclusive

This Agreement is not intended to be exclusive among the parties. Any party may enter into separate cooperative assistance or mutual aid agreements with any other entity. No such separate Agreement shall terminate any responsibility under this Agreement.

#### 12. Parties to This Agreement

Participants in this Agreement are indicated on the following pages, one party per page.

82

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

STATE OF OREGON  
DEPARTMENT OF TRANSPORTATION



June 1, 2017

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Luci Moore  
Statewide Maintenance Engineer

Date

83

IN WITNESS WHEREOF, the parties hereto have caused this Agreement for Public Works Cooperative Assistance to be executed by duly authorized representatives as of the date of their signatures.

\_\_\_\_\_  
Agency

\_\_\_\_\_  
County, Oregon

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

**Designated Primary Contact:**

Office:

Contact:

Phone Number:

\_\_\_\_\_

**Emergency 24 Hour Phone Number:**

**Fax Number:**

\_\_\_\_\_

**E-mail address (if available):**

\_\_\_\_\_

84

ODOT Emergency Preparedness Committee

**Guidelines for Using the  
Public Works Emergency Response Cooperative Assistance Agreement**

Here are suggested steps for your agency to follow when using the Oregon Public Works Emergency Response Cooperative Assistance Agreement. The participants to the agreement are listed by agency, with a contact person, their phone number and an emergency 24-hour phone number. Simply make the contact and obtain the assistance.

The Oregon Department of Transportation (ODOT) Office of Maintenance will keep an updated list of participants and will provide a copy of the list to everyone on the list.

**Requesting Agency Steps to Follow**

**When your agency is requesting assistance:**

1. Assess the situation and determine the resources needed.
2. Fill out the REQUESTING AGENCY CHECKLIST (Attachment 1).
3. Locate agencies included in the agreement.
4. Call one or more agencies that may have the resources you need.
5. Fill out a Requesting Agency's MUTUAL AID INFORMATION form (Attachment 2).
6. Send copy of form to the Responding Agency as soon as possible.

**Responding Agency Steps to Follow**

**When your agency is responding to a request for assistance:**

1. Make sure you can fulfill the request before giving an answer. Remember, you are not required to supply aid if you determine you cannot spare resources or if you do not have qualified personnel, appropriate equipment and necessary materials for what is requested.
2. Analyze the risk level of the request.
3. Complete the RESPONDING AGENCY CHECKLIST (Attachment 3) with the information given by the Requesting Agency.
4. Brief your employees and prepare the equipment.
5. Complete the EMPLOYEE & EQUIPMENT INFORMATION form (Attachment 4). Provide copies to your responding staff and to the Requesting Agency.
6. Dispatch staff to the Requesting Agency for assistance.

85

**Supervisor of Responding Agency Steps to Follow**

1. Complete the INCIDENT COMMANDER CHECKLIST (Attachment 5).
2. Carry a copy of the Requesting Agency's MUTUAL AID INFORMATION (Attachment 2) and your EMPLOYEE & EQUIPMENT INFORMATION form (Attachment 4). Provide a copy of each to the Requesting Agency.
3. Remember you are responsible for your crew working in a safe and professional manner.
4. Track your equipment and materials inventory.

86

**Attachment 1**  
**REQUESTING AGENCY CHECKLIST**

What is the Need?

- Be sure a real need exists. The Oregon Public Works Emergency Response Agreement is only to be used to support resources already reasonably committed.
- What is the nature of the emergency? What can the Responding Agency help you repair or service?
- Identify what type of equipment, material, and skilled employees are needed.
- How long may they be needed? Will Responding Agency employees work independently or with one of your supervisors?
- Where will Responding Agency employees eat, sleep, and shower? Do you need to make contact with the Red Cross for meals? What facilities/motels are available for Responding Agency employees?
- Has an arrangement for refueling and repair of equipment been made?
- Identify a staging area. Where will Responding Agency employees meet your Agency supervisor(s) to be briefed and assigned work? Responding Agency employees will need names of your supervisor(s), phone numbers and locations and times to meet and report.

Who Can Help?

- Review list of Public Works Emergency Response Mutual Aid agencies and find an agency not affected by the emergency.
- Contact your local Office of Emergency Management, if needed.
- Call the agency directly. Send written request as soon as possible.
  - Identify yourself and your agency.
  - Fill out a MUTUAL AID INFORMATION form (Attachment 2).
  - State the nature of the problem.
  - State your needs such as personnel, equipment, and resources. How long will you need them?
  - Advise the Responding Agency on weather and road conditions.
  - How soon is aid needed? Is the work time sensitive?
  - Advise the Responding Agency where, when and to whom they are to report.
  - Identify facilities that are available to Responding Agency (shelter, food, etc.).

Briefing

- Meet with your agency's union reps or supervisors to discuss how staff will be used.
- Identify a staff person to work directly with your employees to handle and address questions. Provide local maps of the area with information such as eating and sleeping sites.
- Provide system maps and discuss how to use them.
- Review standards for the type of work being requested.
- Establish a communications plan.

87

**Attachment 2**  
**MUTUAL AID INFORMATION FORM**  
**Requesting Agency**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

NAME/TITLE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMERGENCY PHONE NUMBER: \_\_\_\_\_

TYPE OF EMERGENCY: \_\_\_\_\_

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: \_\_\_\_\_

ASSISTANCE BEING REQUESTED (be as specific as possible)

Technical Assistance \*

Personnel

Area of Expertise

_____	_____
_____	_____
_____	_____

Equipment \*

_____
_____
_____

Communication Equipment: \_\_\_\_\_

Materials \*

_____
_____
_____

\* Items to consider in your request:

Inspectors	Engineers	Surveyors	Technicians	Truck Drivers
Mechanics	Operators	Flaggers	Welders	Utility Person
Bridge Repair	Carpenters	Electricians	Dump Trucks	Back Hoe
Gravel	Pipe	Oiler	Grader	Power Supply
Compactor	Traffic Control Equipment	Paving Equipment	Lighting	
Communication Equipment				

88

**Attachment 3**  
**RESPONDING AGENCY CHECKLIST**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

REQUESTING AGENCY: \_\_\_\_\_

NAME/TITLE CONTACT: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMERGENCY PHONE NUMBER: \_\_\_\_\_

TYPE OF EMERGENCY: \_\_\_\_\_

ESTIMATED DURATION ASSISTANCE WILL BE REQUIRED: \_\_\_\_\_

*Fill out Mutual Aid Information Form (Attachment 2).*

Clarify Need

- \_\_\_\_\_ Review types of damage and what Responding Agency employees may be expected to deal with (volcanic ash, earthquake, flooding, etc.)
- \_\_\_\_\_ Review types of equipment, materials and number of employees needed and skills required.
- \_\_\_\_\_ How long will your employees be needed? Should a relief crew be prepared? Where will your employees stay and eat?
- \_\_\_\_\_ Identify a communications plan for crews.
- \_\_\_\_\_ How will responding affect your agency's current operations?
- \_\_\_\_\_ Immediately notify Supervisor, elected officials and ODOT Office of Maintenance of request for Emergency Response Mutual Aid.
- \_\_\_\_\_ Will there be night work?

Preparations

- \_\_\_\_\_ Identify your responding employees. Ask employees to bring necessary personal items.
- \_\_\_\_\_ Identify Incident Commander for your employees and appoint staff for operations, planning, logistics and finance.
- \_\_\_\_\_ Review ER/FEMA documentation procedures with supervisors and initiate record-keeping requirements.
- \_\_\_\_\_ Inventory and standardize tools and materials on vehicles. Inspect vehicles for travel.
- \_\_\_\_\_ Set up daily check in time between Responding and Requesting agency.
- \_\_\_\_\_ Review progress, identify hours worked, working conditions and status of crew.
- \_\_\_\_\_ Send cash (not check) or credit cards with Supervisor for emergency expenses.
- \_\_\_\_\_ Send mobile phone and/or radio equipment for backup communications.
- \_\_\_\_\_ Be sure emergency food and water are on each vehicle.

89

**Attachment 4**  
**EMPLOYEE AND EQUIPMENT INFORMATION**  
**Responding Agency**

Agency: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor of Crew: \_\_\_\_\_

Communication Equipment/Phone Numbers: \_\_\_\_\_

Report Time: \_\_\_\_\_ Report Date: \_\_\_\_\_

Report To: \_\_\_\_\_ Area Assigned: \_\_\_\_\_

ASSISTANCE BEING PROVIDED (be as specific as possible)

Supervisor & Crew Employees

Name	Emergency Contact & Phone Numbers	Qualifications			
		Flagger	CPR	ODL	Operator First Aid
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Technical Assistance\*

Personnel	Area of Expertise
_____	_____
_____	_____
_____	_____

Is it a permit-required confined space? Explain: \_\_\_\_\_

Equipment \*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Truck Type & Size: \_\_\_\_\_

Truck Materials Inventory: \_\_\_\_\_

Truck Tools & Equipment Inventory: \_\_\_\_\_

Communication Equipment: \_\_\_\_\_

Equipment for Night Work (explain): \_\_\_\_\_

**ATTACHMENT 4, Page 2**

Materials \*

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Excavation work: Do you need shoring? Explain (be specific): \_\_\_\_\_

\* Items to consider in your request:

Inspectors	Engineers	Surveyors	Technicians	Truck Drivers
Mechanics	Operators	Flaggers	Welders	Utility Person
Bridge Repair	Carpenters	Electricians	Dump Trucks	Back Hoe
Gravel	Pipe	Oiler	Grader	Power Supply
Compactor	Traffic Control Equipment		Paving Equipment	
Communication Equipment			Lighting	

1 copy to Requesting Agency  
1 copy to Responding Agency  
1 copy to Crew Supervisor

**Attachment 5**  
**INCIDENT COMMANDER CHECKLIST**  
**Responding Agency**

Upon Arrival

- Check in with supervisor on site.
- Review shift assignments.
- Review maps, damage information, repair needs and potential crew assignments.
- Request information on repair standards.
- Make sure that lodging, meals, and refueling capabilities exist. If not, identify crew member to work on problem and ask Requesting Agency for assistance.
- Review documentation procedures with Requesting Agency's supervisor and obtain supplies to track repairs and costs associated with the job.
- Establish daily briefing time with Requesting Agency's supervisor.
- Establish daily documentation briefing with Requesting Agency's supervisor to ensure that tasks are completed.
- Establish working shifts.
- Review Communication Plan, as developed between Requesting Agency and Responding Agency.

Daily Process

- Briefing with supervisor and crew on work assignments and progress.
- Review safety procedures with crew.
- Review events and any problems or positive interaction with Requesting Agency's employees or customers.
- Ensure lunch and evening food breaks are provided and that a system for meals, refueling, and restocking is maintained.
- Contact Responding Agency for briefing.
- Review documentation at end of each day for accuracy and completion.

Work Termination

- Meet with crews to review successes and problems.
- Identify total hours worked and number of repairs.
- Total up costs associated with work.
- Allow rest and recovery time before leaving for home.

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** CODY DECAMP  
**SUBJECT:** UPDATE OF INFORMATION ON LOCAL OPTION LEVY  
**DATE:** 12/04/2017

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### **SUMMARY**

Council requested that staff give an update of the procedures for putting a local option levy on the ballot for the 2018 primary election.

### **BACKGROUND**

Staff contacted the Polk County elections office and found that the City can run ballot measures on the primary election ballot for no cost on even numbered years. The primary election will be held on May 15<sup>th</sup> according to the 2018 ballot schedule. Falls City Fire Department equipment is reaching its regulatory age increasing the need for more funding.

Staff determined through the Falls City Fire Department Needs Assessment that the total amount of funds needed for equipment and services is \$200,000. A tax rate of \$1.04 per \$1000 is projected to raise \$40,000 in the first year and a total of \$200,000 in five years. Increased funding would also go towards building upgrades, small tools, and up to date breathing apparatuses.

The latest the city can begin filing for a ballot measure is the 80<sup>th</sup> day before the election (February 24<sup>th</sup>). This must be done through a process of adopting a resolution that is then sent to the city attorney for preparation of ballot title. The ballot title must then be published in the next available edition of a newspaper of general circulation in the city.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

### **STAFF RECCOMENDATION**

### **EXHIBIT**

Exhibit A- Rough Cost Figures for Falls City Fire Department

### **PROPOSED MOTIONS**

I move the City Council of the City of Falls instruct staff to work with the city Attorney to proceed with putting a levy for Fire Department equipment and operations onto the May ballot.

93

Rough Cost Figures for Falls City Fire Department

	Staff Members							
Fire Chiefs	2							
Battalion Chiefs	3							
Division Coordinators	2							
Captains	3							
Engineers	3							
Firefighters	9							
Support Members	4							
Chaplain	1							
Junior Firefighter	1							
<b>Total Staff</b>	<b>28</b>							

	<b>Priorities</b>							
1	Air packs and Cascade System	\$	25,000.00					
2	Hose in various sizes	\$	20,000.00					
3	Dryer	\$	1,000.00					
4	Cribbing/Extrication	\$	10,000.00					
5	New duty rig (include computer)	\$	30,000.00					
6	New Engine	\$	25,000.00					
7	Active 911	\$	1,000.00					
8	Cameras	\$	5,000.00					
9	Falls rescue gear	\$	5,000.00					
10	Building Maintenance	\$	20,000.00					
	<b>Total</b>	<b>\$</b>	<b>142,000.00</b>					

**Small Tools/Priorities/Equipment Total    \$    193,230.00**

Annual Funding for 3 Year Levy    64410

Annual Funding for 5 Year Levy    38646

**Equipment Fund Total    \$    25,000.00**

Small Tools

		\$	1,000.00
Chainsaw		\$	400.00
Radios (5)		\$	200.00
Engine Headset		\$	1,800.00
Gas Fan		\$	2,000.00
Blitz Monitor		\$	150.00
K-Tool		\$	200.00
Halogen lights w/ LED (5)		\$	1,300.00
Generator		\$	1,000.00
Hose appliances/fitings		\$	1,000.00
Tarps (3) 12x14		\$	7,500.00
Safety Vests (25)		\$	2,500.00
Pelican Lights (25)		\$	500.00
Support vests (25)		\$	1,150.00
Pop-up tent (3)		\$	2,000.00
Boots (5)		\$	2,000.00
Helmets (5)		\$	1,000.00
Jackets (5)		\$	400.00
Cones (25),		\$	30.00
Seatbelt Cutters (5)		\$	100.00
Windshield Cutter (5)		\$	26,230.00
<b>Total</b>		<b>\$</b>	<b>26,230.00</b>

64

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** CODY DECAMP  
**SUBJECT:** CLOSING OF WAGNER PUBLIC LIBRARY  
**DATE:** 12/04/2017

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### **SUMMARY**

On November 9<sup>th</sup>, 2017 Council motioned to close the Wagner Public Library on August 31, 2018.

### **BACKGROUND**

Council directed staff to begin the process of closing the Wagner Public Library on August 31, 2018. Originally Council motioned to close the library on June 30 before the next fiscal year began. Although, after consideration of the summer reading program the Council motioned to keep the library open over the summer until the reading program has ended.

Chemeketa Cooperative Regional Library Service and the State Librarian were contacted and it was determined that changing the closing date of the library would not require the city to take any more procedural action than what is already stated in ORS 357.621.

Two public hearings will need to be held on the matter at least 90 days apart, and a public notice of each public hearing shall be published in a newspaper of general circulation for two successive weeks at least 30 days prior to the first hearing.

Staff is in the process of drafting a calendar for the Public notices and meetings.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

Listed above

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

N/A

### **STAFF RECOMMENDATION**

N/A

### **EXHIBIT**

### **PROPOSED MOTIONS**

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## AGENDA REPORT

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**TO:** CITY COUNCIL  
**FROM:** MANAGER TERRY UNGRICHT  
**SUBJECT:** 2016/2017 BUDGET AUDIT  
**DATE:** 12/02/2017

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### **SUMMARY**

The City of Falls City is required under State Law to have an Audit performed on our accounting procedures.

### **BACKGROUND**

Every Budget year Falls City is audited. This year's audit shows decreases in the debt and increases in all of the funds except for water.

If Council would like to have Tom come to answer questions we can probably get him for the January meeting.

### **PREVIOUS COUNCIL/COMMITTEE ACTION**

N/A

### **ALTERNATIVES/FINANCIAL IMPLICATIONS**

Maintaining clear and accurate financial reporting and maintaining clear and regular internal controls offers greater protection to the City's limited resources.

### **STAFF RECCOMENDATION**

### **EXHIBIT**

City of Falls City Annual Financial Report, Year ended June 30, 2017.

(Councilors received hard copies; please bring them to the meeting, citizens can review on web page, [fallscityoregon.gov](http://fallscityoregon.gov))

### **PROPOSED MOTIONS**

I move the City Council of the City of Falls accept the Annual Finance Report for fiscal year 2016-2017.

95

# November 2017 Falls City Stats



Falls City Calls for Service					
911 Hangup	DOA	Hit and Run	1	Susp Activity	2
Assault	FIR	Menace	1	Susp Person	
Animal	Domestic Dist	Misc Crime	2	Susp Vehicle	2
Area Check	Drug	Mental	1	Theft	2
Assault	FIR	Noise	8	Tow	
Assist Other Agency	Fire/EMS	Overdose		traffic assist	1
ATL (attempt to locate)	Follow up	proowler		Traffic Stops	2
Dog Bite	Fight	runaway		Trespass	
Citizen Contact	Found Person	sex offense		Warrant	
Civil Paper Service	Gen Disturb	Shots Fired	2	Welfare Check	1
Criminal Mischief	Harassment	Stolen Veh	2	Unclass	

Falls City Calls for Service	78	Of the FC Calls for Service	6	involved crimes	
Total Calls for Service (county wide)	1874	FC Cases Cleared by Arrest	2	33.3%	clearance
Falls City % of Total Calls	4.2%	Total Arrests in Falls City	3	3.8%	of total arrests

Total Service Calls (Polk County)	1874	Crimes Occ	135	Juvenile Arrests	12	(county wide)
Cases Cleared by arrest	83	61.5%	Juvenile Arrests	0	0	(Falls City)
Total Arrests (county wide)	80					(only true crimes reported here)

